DOCUMENT RESUME

ED 046 425 LI 002 441

TITLE	Library Position Descriptions.
INSTITUTION	Inglewood Public Library, Calif.
PUB DATE	Jun 70
NOTE	121p.
EDRS PRICE	EDRS Price MF-$0.65 HC-$6.58
DESCRIPTORS	Job Skills, *Librarians, *Library Programs, *Library Services, *Library Skills, Personnel Evaluation, *Public Libraries

ABSTRACT

This study is a revision of an earlier study "Library Organization, Positions and Relationships" prepared in 1969. A new classification plan and job changes required a re-evaluation. There are 51 position descriptions grouped into ten major areas of activity. The description of each activity includes: (1) the function, (2) organization structure and (3) workload. Comments to aid in evaluation of the activity such as background, resources, services, and programs are included. (Author/AB)

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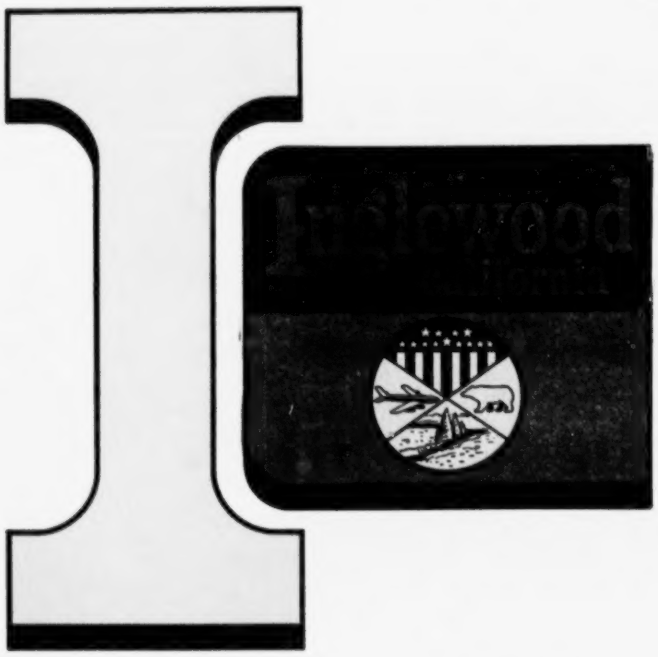

LIBRARY POSITION DESCRIPTIONS

INGLEWOOD PUBLIC LIBRARY
10 Queen Street
Inglewood, California 90301

June 1970

LI 002 441

CITY OF INGLEWOOD

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INTRODUCTION

This study of position descriptions in the Inglewood Public Library is essentially a revision of an earlier study, Library Organization, Positions and Relationships prepared in January 1969.

Since the last study, jobs have changed to the extent that a re-evaluation is necessary. A new classification plan adopted by the city further changed the pattern.

There are 51 position descriptions grouped into 10 major areas of activity. The description of each activity includes (1) the function, (2) organization structure, and (3) workload. It also includes comments that will help evaluate the activity (and consequently the positions within the activity), such as background, resources, services, and programs.

In re-evaluating position descriptions we continued the use of a responsibility relationship concept of Robert D. Melcher, a management authority. His concept has proved important in relating positions to other areas of activity. In essence, we have analyzed each task in terms of personnel outside the employee's area of activity who exercise a responsibility relationship.

In re-evaluating positions we found some redefinitions necessary to provide a better understanding of relationships. In addition, we are better able to determine the logic of original position assignments. We see this revision of position descriptions as a means of evaluating and developing the library organization and as an aid in planning and designing future physical facilities. It will assist in providing a basis for future projections including budget planning. It has proved that the public library is a dynamic agency and that personnel functions and relationships are constantly changing.

THE LIBRARY ORGANIZATION

THE PUBLIC LIBRARY

The public library in Inglewood is a department of the city (along with such departments as recreation and fire service). There is a Library Board advisory to the city council and it is administered as a community agency of the city. In addition to being a focal point for exchange of city information, group expression and cultural activities, the public library has this unique function: to provide the citizen with library resources and services that he will find useful and valuable for his own purposes. People want library materials for information, recreation, education, and inspiration, and can reasonably expect the library to meet these needs. The library staff acquires, processes, and makes available all types of library materials; interprets the library's resources; prepares programs and develops services; and reaches out to extend these services to all the city's citizens.

The library has unique features which give it a character all its own, and this character has an effect on the types of employees within the organization and the management personnel. "The forces contributing to the uniqueness of each organization include size, job content, organization structure, local cultural patterns, organization purpose, traditions, leadership and supply of capital."[1]

ORGANIZATION STRUCTURE

"A...feature common to almost all organizations is the fact that they have a structure with formal and informal aspects. To visualize the nature of the structure, one should first note that organizations are composed of men and physical and social factors which combine to form a cooperative system. These cooperative systems may vary in complexity and size. Usually they consist of a number of groups existing within a larger group...most organizations are not isolated, independent units. Instead they are intimately bound or entwined through cause-and-effect relationships with the broader scope of events and happenings.

"Almost all organizations...contain informal groups and procedures that are not specified or consciously established in the formal arrangement of jobs and men. These informal organizations develop spontaneously as the people in the organization interact (i.e. associate) with one another."[2]

"Often the interrelationships within an organization are highlighted by the process of specialization and distribution of labor.... Closely related to specialization and division of labor is the fact that almost all organizations have a formal structure: i.e., an explicitly stated arrangement of men and machines. In the main, this arrangement is consciously planned. The purpose of the formal structure is to insure the orderly and efficient functioning of the organization. Frequently the structure appears on paper as an organization chart, which delineates the primary areas of authority and responsibility by showing who reports to whom and what tasks fall under each position. In many organizations the organization chart is supplemented by detailed written descriptions of the jobs."[3]

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[1] Wolff, W. B. The Management of Personnel. Wadsworth, 1961. pp. 42-43.

[2] Ibid. pp. 18-19.

[3] Ibid. p. 19.

We became aware that traditional ways of describing an organization were not wholly adequate. For example, we find: "Far too many companies cherish the myth that the publication of organization charts and position descriptions will resolve the majority of problems relating to the role each manager plays in relationship to his work groups and to the organization. The organization chart does show basic divisions of work and who reports to whom, but it does not depict detailed functions and how individuals relate to these functions; in other words, it does not show how the organization actually works."[1]

From what has been indicated, we will try to describe the library organization in other ways than through the organization chart. One method we have explored is a concentric circle concept which graphically shows the major library divisions and their overall relationships. (See Figure 1, page 5). Another is a "major functions" chart indicating how the various library divisions relate. (See Figure 2, page 6). Position relationship diagrams accompany discussions of some of the larger divisions such as Technical Processes and Extension.

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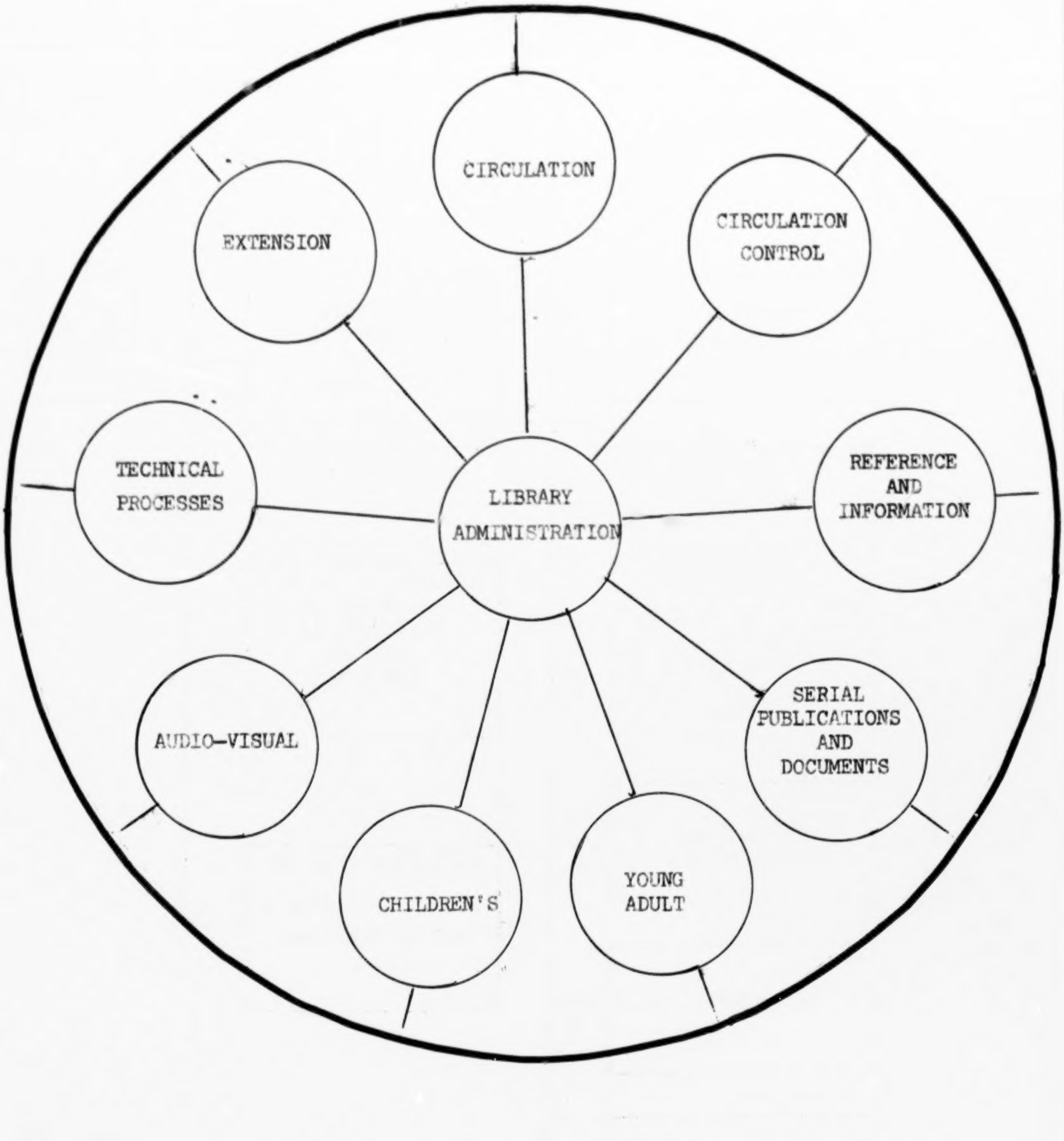
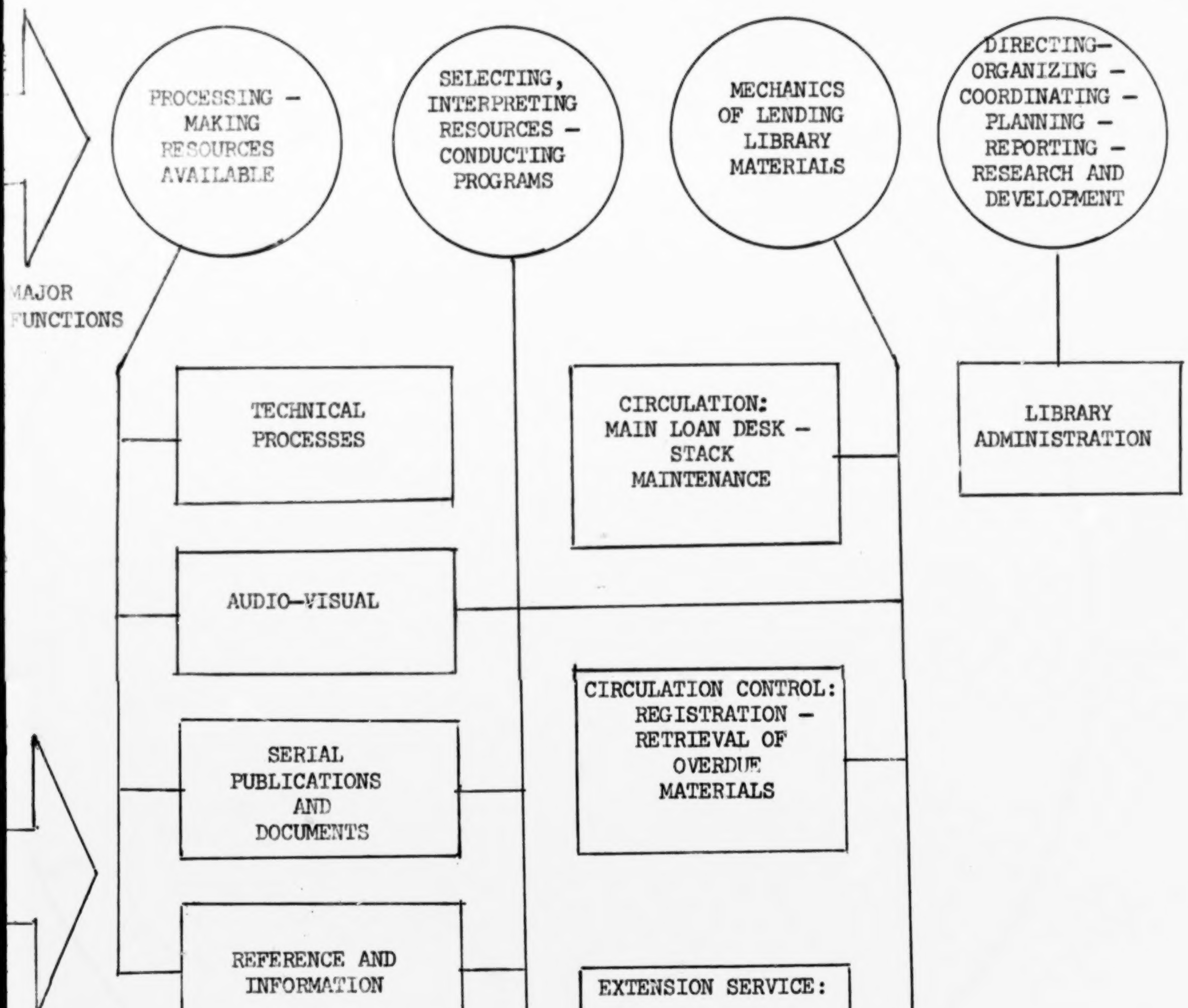
[1] Melcher, Robert D. "Roles and Relationships: Clarifying the Manager's Job" American Management Association reprint.


CIRCULATION
EXTENSION
CIRCULATION CONTROL
TECHNICAL PROCESSES
LIBRARY ADMINISTRATION
REFERENCE AND INFORMATION
AUDIO-VISUAL
SERIAL PUBLICATIONS AND DOCUMENTS
CHILDREN'S
YOUNG ADULT

THE LIBRARY ORGANIZATION INDICATING OVERALL RELATIONSHIP OF THE MAJOR FUNCTIONS AND SPECIFICALLY THE LIBRARY ADMINISTRATION AS PROVIDING DIRECTION.


PROCESSING - MAKING RESOURCES AVAILABLE
SELECTING, INTERPRETING RESOURCES - CONDUCTING PROGRAMS
MECHANICS OF LENDING LIBRARY MATERIALS
DIRECTING- ORGANIZING - COORDINATING - PLANNING - REPORTING - RESEARCH AND DEVELOPMENT
AJOR
UNCTIONS
TECHNICAL PROCESSES
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SERIAL PUBLICATIONS AND DOCUMENTS
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CIRCULATION: MAIN LOAN DESK - STACK MAINTENANCE
CIRCULATION CONTROL: REGISTRATION - RETRIEVAL OF OVERDUE MATERIALS
EXTENSION SERVICE: BRANCH LIBRARIES - SOCIAL SERVICES
LIBRARY ADMINISTRATION
SERVICES AND
SUPPORT
ACTIVITIES

MAJOR FUNCTIONS OF THE LIBRARY: HOW DIVISIONS (SERVICES AND SUPPORT ACTIVITIES) RELATE.

POSITION DESCRIPTIONS AND RELATIONSHIPS

POSITION DESCRIPTIONS

The position description (or job description) as developed in this study follows the standard pattern of listing the various duties required in the position. In order to give a full picture of the position, the estimated percentage of time spent on each duty is indicated.

"A job description of a specific library function generally relates to one or more persons performing that function to the fullest extent of their employment. However, some employees perform more than one function. Because of a personnel shortage one employee could be assigned as both Catalog Clerk (Fiction) and Catalog Clerk (Children's Books)....Some positions are intended to be performed on a part-time basis by a full-time person. An example of this would be the Information Assistant who is also Reference Clerk."[1] The Subject Specialist position is another example of a function performed by a librarian in addition to his regular assignment.

Some position descriptions are included which the library does not have. These have been added even though not authorized to date. Examples are Social Services Clerk, Children's Clerk, and Staff Artist. These positions are performed in part by employees whose major assignment is in another area.

As an organization grows, some duties and functions change to the point where employees are actually working out of class. These inequities were corrected when a new classification plan for Inglewood city employees was completed in 1969.

POSITION RELATIONSHIPS

Many writers on management have indicated that the job description does not indicate how the organization really functions. One authority states that "position descriptions are far more concerned with defining an individual's tasks than with how, in carrying out his responsibilities, he interacts with his colleagues. The way in which management positions are described often indicates complete independence from other positions—and, more often than not, independent action instead of group participation is encouraged. As a result, there is no opportunity to build a framework that can be used to relate and integrate each manager and the work he does to the organization and its goals."[2]

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[1] Inglewood Public Library. Job Descriptions of Non-Professional Library Employees. 1967. p. 3

[2] Melcher, op. cit.

POSITION DESCRIPTIONS GROUPED BY LIBRARY DIVISION

Indicated below are job titles grouped by library division. Page numbers refer to individual position descriptions.

DIVISION

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Library Administration

Library Director 11
Library Administrative Assistant 13
Secretary to the Library Director 14
Delivery Clerk 16
Library Office Clerk 18

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Catalog Supervisor 25
Book Order-receiving Clerk 26
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Reference and Information

Head—Reference and Information Division 33
Reference Librarian 35
Information Assistant 36
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Head—Children's Division 39
Children's Librarian 41
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Head—Young Adult Division 46

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Various divisions as assigned (Inter-divisional)

Subject Specialist - 91
Subject Analyst - 92

LIBRARY ADMINISTRATION

FUNCTION

Centralized direction for all library divisions is supplied through the library's administrative and business office. From this focal point library division heads confer, get information, and submit requests concerning all aspects of the library operation — including resources, services, budget, programs, equipment, personnel, procedures, policies, and relationships outside the library.

ORGANIZATION STRUCTURE

The wide span of control involved is apparent from the number of division headings reporting to the Director: circulation, circulation control, extension, reference and information, serial publications and documents, young adult, children's, audio-visual, and technical processes. In the immediate office of the director are the Library Administrative Assistant, Secretary, and Library Office Clerk.

WORKLOAD

Through the library's administrative and business office pours a great quantity and variety of memos, studies, reports, requests, questionnaires, and general correspondence from a number of sources: library divisions, city departments, other libraries, agencies, businesses, and citizens. Coordinating with and reporting to other city departments is a major consideration — especially the Personnel and Finance Departments and the city administrative office. The library also produces (and edits) a great volume of reports, studies, correspondence, publicity releases, handbooks, and procedural manuals which are widely disseminated to a variety of recipients. Preparing and administering the departmental budget is also a major consideration.

Executive Position LIBRARY DIRECTOR

MAJOR FUNCTION

The Library Director is the administrative head of the city library system. He plans, organizes, directs, evaluates, and reviews the library's resources, services, and programs (principally through conferences with division heads, reports, and field inspections). This covers basically these areas of activity: (1) reference and information, (2) serial publications and documents, (3) audio-visual, (4) technical processes, (5) children's, (6) young adult, (7) social services, (8) circulation, (9) circulation control, (10) extension, and (11) the selection and maintenance of the adult book collections. The Library Director interprets city library services, programs, and resources to the Administrative Officer, Library Board, city officials and citizens.

SPECIFIC RESPONSIBILITIES AND AUTHORITY

1) Directs and coordinates the activities of the various library divisions concerning personnel, resources, equipment, services, and programs.

2) Administers the selection, acquisition, processing, and maintenance of all library materials; selects specialized library materials (including out-of-print books from vendors throughout the state); confers with sales representatives and vendors.

3) Is responsible for the preparation[1] and administration of the department budget; supervises buildings and equipment, is charged with the responsibility for requisitioning the purchase of all materials and services needed for the operation of the library system.

4) Prepares definitive reports and studies concerning all aspects of the library operation.[2]

5) Does original library research and contributes new concepts in organization, procedures, equipment, and technology.

6) Plans and directs an active continuing public relations program (including press and radio releases, exhibit program, articles in magazines and journals and public speaking).

7) Attends specialized library conferences, lectures, workshops, and demonstrations; visits libraries and equipment centers; reviews new equipment, procedures, and technological innovations that relate to the library operation.

8) Engages in and administers special projects required by the library, the City Administrator and the Library Board (such as building programs, goals, and evaluations of specialized library activities).

9) As staff advisor to the Library Board, attends all meetings, conducts tours, arranges interviews with authorities on subjects relative to the library operation, prepares reports, and interprets policies.

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[1] "...with the advice of the Library Board," Inglewood Municipal Code, section 2348.1 (3).

[2] These are distributed nationally to selected public libraries, state libraries, and universities with graduate library schools. This has resulted in a continually increasing correspondence with librarians and administrators as well as additional requests for studies and reports.

10) Supervises the library business office.

11) Serves as resource person for the Friends of the Library, community organizations, agencies, and institutes; serves as library consultant (principally in the areas of activating new libraries, buildings, resources, personnel, organization, and the processing of library materials).

12) Administers book processing contracts between the city and other governmental jurisdictions such as cities, colleges, and school districts; negotiates contracts; makes cost studies and recommendations.

13) Serves as film circuit commissioner (two circuits); attends meetings and reviews reports.

RELATIONSHIPS

1) The Library Director has the same status as other department heads in the city and the same relationship to the City Administrator. He also reports to and serves as staff advisor to the Library Board which, in turn, serves in a general advisory capacity to the City Council.[1]

2) All the personnel within the library department are responsible to the Library Director. He is the appointing authority for all subordinate positions in the library system (and all such positions are filled in accordance with city civil service rules and regulations).

3) The Library Director works closely with the various divisions, departments, and offices of the city in the development and administration of the various programs for which the library department is responsible.

4) The Library Director serves as a point of contact with outside agencies and community organizations relating to the city library's resources, services, and programs.

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[1] Inglewood Municipal Code, section 2347.

Job Title	LIBRARY ADMINISTRATIVE ASSISTANT
Class Title	Associate Administrative Assistant
Reports to	Library Director
Location	Main Library

__Summary__. The Library Administrative Assistant assists the Library Director in support activities.

Duties	Percent
1) Prepares reports and statistics.	25
2) Assists in the formulation and administration of the budget; conducts periodic budget review. __Must consult__ division heads.	20
3) Assists in the administration of non-professional personnel, including assignments, training, evaluation, counseling, and records. __Must consult__ circulation supervisors, division heads.	15
4) Assists the Library Director in assigned projects.	15
5) Coordinates personnel and fiscal policies and administration with city departments. __Must consult__ city departments involved.	10
6) Coordinates and supervises supply inventories, property control, and maintenance activities. __Must consult__ division heads.	5
7) Attends conferences and meetings, reads professional literature, reviews and reports on developments in administrative, personnel and fiscal areas.	5
8) Reports on problem areas and makes recommendations.	3
9) Interviews applicants for new positions.	2
10) Serves as reference librarian when required.[1]	

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[1] The time spent is estimated at 12 percent and is not included in the percentage account of the position.

Job Title	SECRETARY TO THE LIBRARY DIRECTOR
Class Title	Secretary
Reports to	Library Director
Supervises	Library Office Clerk; Delivery Clerk (for assignments)
Location	Main Library

Summary. The Secretary to the Library Director serves as executive secretary and is in charge of the library business office.

Duties | Percent

1) Serves as receptionist and appointments secretary to the Library Director. 18

2) Prepares personnel forms. 15

May consult library employee concerned; city personnel office.

3) Takes dictation and prepares correspondence; types and edits reports, studies, and publicity releases; prepares multilith masters. 13

May consult city multilith operator on multilith supplies and operation.

4) Prepares and verifies departmental payroll forms. 10

May consult library division heads concerning problems.

5) Maintains business office files. 6

6) Operates calculating machine in the preparation of statistics and reports. 5

7) Maintains departmental budget records. 5

8) Coordinates library business office activities with other city departments; initiates maintenance requests and prepares work orders. 5

Must consult city departments concerned.

9) Supervises Library Office Clerk. 5

10) Prepares requisitions and acknowledges receipt of library supplies and equipment; prepares contracts and arranges for equipment maintenance. 4

Must consult library personnel affected.

May consult city finance office concerning problems.

11) Requisitions and maintains office supplies. 3

May consult city warehouse personnel.

12) Serves as secretary to the Library Board; prepares minutes; processes Board requests; arranges meetings. 3

Must consult Library Board Chairman; city administrative office for room reservations.

		Percent
13)	Initiates correspondence relative to the operation of the library. May consult library personnel affected.	3
14)	Receives, records, and transfers library fines and fees; maintains petty cash records.	2
15)	Receives and routes administrative mail; routes and receives correspondence from city departments.	2
16)	Serves as library liaison with the Friends of the Library.	1

Job Title	DELIVERY CLERK
Class Title	Stores Clerk
Reports to	Secretary (Main Library) for coordinating assignments
Supervises	Library clerks and aides on projects
Location	Main Library

Summary. The Delivery Clerk drives the library van, delivers library materials, and supervises library storage buildings.

This position must be filled by a man because of heavy materials handling.

Duties	Percent
1) Delivers library materials between libraries (inter-city and intra-city); delivers and mails miscellaneous materials; collects gifts of library materials. Must consult library divisions concerned.	45
2) Maintains library storage buildings, including building maintenance, shelving, sorting, and moving.	25
3) Retrieves depository materials from storage buildings on request. Must consult library divisions concerned.	5
4) Assists in special projects and other library functions when required.	5
5) Maintains special collections (uncataloged duplicates, extramural collections, etc.).	5
6) Performs general materials handling (e.g., exhibits and displays), uncrating and assembling, and general maintenance work. Must consult Exhibit Librarian; division heads requiring materials handling services.	3
7) Maintains the library van. Must consult autoshop foreman (Public Works) for reports and maintenance.	3
8) Directs projects involving the moving of library materials and equipment. Must get approval from city yard superintendent (Public Works) for use of truck. Must consult library divisions concerned.	3
9) Prepares periodicals for binding. Must consult serial publications personnel.	2
10) Directs clerks and aides in sorting and shelving in storage buildings.	2

	Percent
11) Makes house calls for overdue library materials (under supervision of Circulation Control) when library messenger is not available. Must consult circulation control personnel.	1
12) Reports on problem areas; recommends procedural changes.	1

Job Title	LIBRARY OFFICE CLERK
Class Title	Clerk Typist
Reports to	Secretary to the Library Director
Location	Main Library

Summary. The Library Office Clerk performs general clerical work.

Duties		Percent
1)	Types letters, reports, studies, announcements, brochures, and publicity releases.	50
2)	Files correspondence and records.	17
3)	Does related work as required.	15
4)	Assists library division heads in special typing projects.	5
	May consult library division heads.	
5)	Photocopies reports in City Hall.	5
6)	Receives and routes mail.	3
7)	Assists in ordering and maintaining office supplies.	3
8)	Answers the telephone and routes calls.	2
9)	Serves as receiptionist to the Library Director in the absence of the Secretary.	-

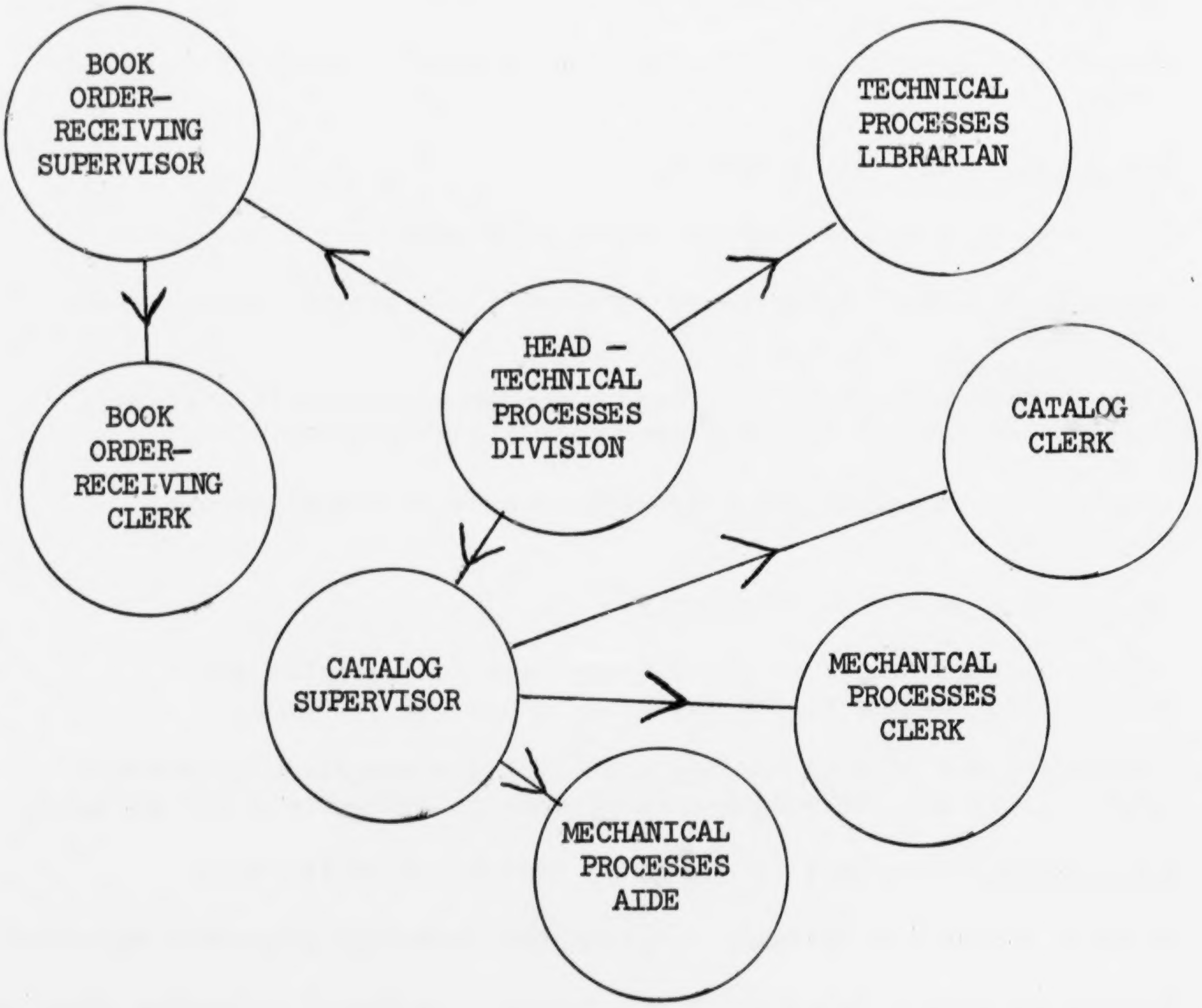
TECHNICAL PROCESSES DIVISION

FUNCTION

The Technical Processes Division orders, receives, catalogs, and processes library materials and maintains book collections. This work involves public and library records, changes, withdrawals, transfers, inventories, mending and binding preparation.

The division, in its functions of materials processing and maintenance, is subject to a large extent to work measurement standards. The cost of the operation is directly related to (1) effective management, (2) trained personnel, (3) functional arrangement for flow of materials, (4) organized, clear-cut procedures, and (5) furniture and equipment designed for the job.

ORGANIZATION STRUCTURE


BOOK ORDER-RECEIVING SUPERVISOR
TECHNICAL PROCESSES LIBRARIAN
HEAD – TECHNICAL PROCESSES DIVISION
BOOK ORDER-RECEIVING CLERK
CATALOG CLERK
CATALOG SUPERVISOR
MECHANICAL PROCESSES CLERK
MECHANICAL PROCESSES AIDE

WORKLOAD

As a partial index of the workload, the division during 1969 added 11,112 adult volumes (7,097 titles) and 3,234 children's books (1,104 titles). In addition a total of 2,379 volumes were processed for the extension collection. The number of volumes withdrawn numbered 3,687. A total of 6,693 volumes were also processed on a contract basis for a college library. The small professional staff required (two librarians) in the division reflects the competence and training of the non-professional staff.

Job Title	HEAD – TECHNICAL PROCESSES DIVISION
Class Title	Senior Librarian
Reports to	Library Director
Supervises	Technical Processes Librarian, clerks, and aides
Location	Main Library

Summary. The Head – Technical Processes directs the technical processes functions, including ordering and receiving, cataloging, and mechanical processing, and supervises technical processes personnel.

Duties	Percent
1) Supervises technical processes personnel; arranges schedules and assignments; supervises volunteer assistants.	40
2) Does descriptive cataloging; edits and revises Library of Congress cards.	20
May consult reference personnel.	
3) Supervises the maintenance of public catalogs.	15
May consult branch librarians, children's librarians, audio-visual librarians.	
4) Attends conferences and meetings; reads provessional literature; reviews and reports on new technological developments.	5
5) Coordinates technical processes functions with other library departments.	3
Must consult library supervisors.	
6) Assits and recommends to the Library Director policies and procedures relating to the technical processes function.	3
7) Supervises and directs mending and binding preparation procedures, inventories, and the maintenance of special collections and projects.	2
May consult librarians in charge of individual collections.	
8) Directs in-service training programs for technical processes personnel.	2
9) Supervises supply inventories and requests technical processes supplies; supervises equipment maintenance.	2
Must consult library business office, circulation supervisor, librarians in charge of individual collections.	

	Duties	Percent
10)	Interprets and explains technical processes functions to the staff and public.	2
11)	Maintains technical processes records and statistics; prepares reports.	2
12)	Prepares division budget; reviews and reports on budget periodically.	2
	Must consult Administrative Assistant for budget preparation.	
13)	Reports on problem areas and recommends procedural changes.	1
	May consult librarians in charge of individual collections.	
14)	Reviews personnel records, makes efficiency reports, and interviews applicants for new positions.	1
	Must notify library business office.	

Job Title	TECHNICAL PROCESSES LIBRARIAN
Class Title	Librarian
Reports to	Head – Technical Processes Division
Supervises	Technical processes clerks and aides (may supervise)
Location	Main Library

Summary. The Technical Processes Librarian performs specialized cataloging functions and assists the Head – Technical Processes in the direction and supervision of the technical processes division.

Duties	Percent
1) Does descriptive cataloging; edits and revises Library of Congress cards. May consult Head – Serial Publications and Documents Division in cataloging serials and documents.	50
2) Assists in the maintenance of public catalogs. May consult branch librarians, children's librarians, audio-visual librarians.	20
3) Performs bibliographic checking.	10
4) Supervises technical processes projects as required.	6
5) Prepares bibliographies and assists in other projects as required.	5
6) Assists in coordinating technical processes functions with other library departments. May consult library supervisors.	5
7) Attends conferences and meetings; reads professional literature; reviews and reports on new technological developments.	2
8) Reports on problem areas and recommends procedural changes.	1
9) Interprets and explains technical processes functions to the staff and public.	1

Job Title	BOOK ORDER — RECEIVING SUPERVISOR
Class Title	Library Assistant
Reports to	Head — Technical Processes Division
Supervises	Book Order — receiving clerks and technical processes clerks, aides, volunteers as assigned
Location	Main Library

Summary. The Book Order-receiving Supervisor supervises the ordering, receiving, and distribution of library materials; supervises book accounts; supervises acquisition files and records.

Duties — Percent

1) Supervises the ordering of library materials and printed catalog cards; maintains outstanding order files. — 35

May consult order librarians for clarification; city finance personnel for specialized procedures.

2) Performs bibliographic order checking. — 10

May consult order librarians.

3) Supervises clerks, aides, and volunteers. — 8

4) Supervises the receiving and routing of library materials, including the inspecting and comparing of invoices and orders, preparing or annotating filled order file (a record of the entire holdings of the library system). — 5

May consult Library Director, Head — Reference and Information Division librarians for irregularities; city finance personnel for problems.

5) Maintains order files. — 5

6) Maintains Greenaway publishers' plans and book club plans. — 5

7) Maintains want lists. — 5

May consult order librarians.

8) Supervises the training of order-receiving personnel. — 5

9) Supervises book and binding budget accounts; maintains account files and correspondence. — 3

May consult order librarians concerning budget accounts.

10) Contacts vendors concerning shipments, problems, discounts, etc. — 3

11) Processes gift books. — 3

Duties	Percent
12) Coordinates order, shipping, and receiving functions with related departments. May consult library personnel concerned.	3
13) Maintains uncataloged duplicates collection. Must notify Library Delivery Clerk.	3
14) Maintains files for extramural book collections (convalescent hospitals, recreation facilities, etc.). Must consult Social Services Librarian.	2
15) Assists in special projects and other technical processes functions when required.	2
16) Maintains specialized technical processes supplies.	1
17) Ships library materials. Must notify Library Delivery Clerk.	1
18) Relates information on books, book prices, and book dealers to librarians and the public.	1

Job Title	CATALOG SUPERVISOR[1]
Class Title	Senior Library Clerk
Reports to	Head – Technical Processes Division
Supervises	Catalog clerks, aides, and volunteers
Location	Main Library

Summary. The Catalog Supervisor catalogs subject materials from Library of Congress cards and process slips, supervises non-professional cataloging operations, and assists the Head – Technical Processes Division.

Duties	Percent
1) Catalogs first copies of subject materials from Library of Congress cards and process slips, prepares the shelf list and public catalog cards.	60
2) Assembles catalog cards for filing in main public catalog; supervises filing.	15
3) Supervises the training of cataloging and mechanical processing personnel.	10
4) Supervises clerks and aides assigned to cataloging and mechanical processing, and volunteer assistants.	5
5) Assists in special projects and other technical processes functions when required.	5
6) Confers with supervisor on interpretation of procedures and problems.	2
7) Reports on problem areas and recommends procedural changes.	1
8) Supervises the ordering of technical processes supplies.	1
9) Assists the Division Head in surveying work in progress to determine assignments.	1

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[1] The library does not presently have this position.

Job Title	BOOK ORDER – RECEIVING CLERK
Class Title	Library Clerk
Reports to	Book Order-receiving Supervisor
Supervises	
Location	Main Library

Summary. The Book Order-receiving Clerk maintains book budget accounts and assists the Book Order-receiving Supervisor in the function of ordering and receiving library materials.

Duties	Percent
1) Receives and processes library materials.	30
May consult city finance personnel on problems.	
2) Maintains budget accounts for books and binding; coordinates these accounts with the city finance office.	15
May consult city finance personnel for irregularities, problems, and tracing invoices.	
3) Performs general clerical duties, including typing filled order cards, book lists, and special orders.	15
4) Prepares orders for library materails.	10
5) Assists in special projects and other technical processes functions when required.	10
6) Orders Library of Congress cards.	5
7) Maintains inter-departmental book budget accounts.	3
Must notify order librarians.	
8) Maintains order files.	3
9) Records LC numbers on filled order cards; compares LC cards received with unprocessed books; routes books to appropriate stations.	3
10) Assists the supervisor in specific assignments.	3
11) Prepares correspondence; maintains correspondence files.	2
12) Ships library materials.	1

Job Title	CATALOG CLERK (SUBJECTS)
Class Title	Library Clerk
Reports to	Catalog Supervisor
Supervises	Mechanical processes clerks and aides (may supervise)
Location	Main Library

Summary. The Catalog Clerk (Subjects) prepares duplicate copies for mechanical processing and withdraws adult subject materials.

Duties	Percent
1) Catalogs added copies of adult (and young adult) subject materials, annotates shelf list, and prepares public cards.	40
May consult Circulation Supervisor (Branch Libraries) in connection with problems.	
2) Withdraws adult and young adult subject materials, makes replacement slips when required, annotates and withdraws related records, maintains count; reinstates subject materials.	20
Must notify librarians in charge of individual collections.	
3) Edits books after processing, including labels and catalog cards; maintains statistics.	15
4) Files catalog cards.	10
5) Assists in special projects and other technical processes functions when required.	10
6) Assembles copies and records from all libraries when changes or corrections are required.	4
May consult circulation supervisors.	
7) Directs aides who assist in the processing of adult subject books.	1

Job Title	CATALOG CLERK (FICTION)
Class Title	Library Clerk
Reports to	Catalog Supervisor
Supervises	Mechanical processes clerks and aides (may supervise)
Location	Main Library

Summary. The Catalog Clerk (Fiction) catalogs and prepares cards for adult fiction and maintains fiction records.

Duties	Percent
1) Catalogs first copies of adult (and young adult) fiction, including the preparation of the shelf list and public catalog cards.	25
2) Processes added copies of fiction titles and prepares related records.	25
May consult Circulation Supervisor (Branch Libraries).	
3) Assists in special projects and other technical processes functions when required.	10
4) Files catalog cards.	10
5) Confers with cataloger on the selection of subject headings.	5
6) Withdraws fiction, makes replacement slips when required, annotates and withdraws related records; maintains count; reinstates fiction.	5
Must notify librarians in charge of individual collections.	
7) Maintains fiction shelf list.	5
8) Assembles copies and records from all libraries when changes or corrections are required.	5
May consult Circulation Supervisors (Branch Libraries) in connection with problems.	
9) Edits books after processing, including labels and catalog cards; maintains statistics.	5
10) Directs aides who assist in the fiction processing function.	5

Job Title	CATALOG CLERK (CHILDREN'S BOOKS)
Class Title	Library Clerk
Reports to	Catalog Supervisor
Supervises	Mechanical processes clerks and aides (may supervise)
Location	Main Library

Summary. The Catalog Clerk (Children's Books) catalogs and prepares cards for children's books (fiction and subjects) and maintains records.

Duties — Percent

1) Processes added copies and prepares related records. 25

   May consult Circulation Supervisor (Branch Libraries) in connection with problems.

2) Catalogs first copies of children's books, including editing printed cards, and preparing catalog cards as required. 20

3) Withdraws children's books, makes replacement slips when required, annotates and withdraws related records, maintains count; reinstates books. 15

   Must notify children's librarians of withdrawals.

4) Assists in special projects and other technical processes functions when required. 10

5) Files catalog cards. 10

6) Confers with children's librarians in classifying children's books into age groups, (Easy, Juvenile, Teen). 5

   Must consult children's librarians.

7) Maintains shelf list for children's books. 5

   May consult Circulation Supervisor (Branch Libraries).

8) Edits books after processing, including labels and catalog cards; maintains statistics. 5

9) Directs aides who assist in the processing of children's books. 5

Job Title	MECHANICAL PROCESSES CLERK
Class Title	Clerk Typist
Reports to	Catalog Supervisor
Supervises	Mechanical processes aides (may supervise)
Location	Main Library

Summary. The Mechanical Processes Clerk completes final mechanical processing of library materials.

Duties	Percent
1) Types catalog cards.	40
2) Types and affixes inside and outside spine labels.	30
3) Files catalog cards.	10
4) Assembles and processes books for binding.	10
5) Assists in special projects and other technical processes functions when required.	5
6) Mends books on a project basis.	2
7) Routes processed library materials.	2
8) Directs aides who assist in the mechanical processing function.	1

Job Title	MECHANICAL PROCESSES AIDE
Class Title	Library Aide
Reports to	Catalog Supervisor
Supervises	
Location	Main Library

Summary. The Mechanical Processes Aide files and arranges catalog cards, performs mechanical processing functions and materials handling.

Duties	Percent
1) Edits books after processing, including labels and catalog cards; maintains statistics.	35
2) Assists technical processes personnel in special projects and specific assignments.	15
3) Sorts and files catalog cards.	10
4) Transfers books within the library, including record changes, processings, and statistics.	10
5) Pastes book pockets and maintains electric pasting machine.	10
6) Boxes and moves library materials and equipment; prepares shipments to main and branch libraries.	10
7) Unpacks shipments and arranges materials.	5
8) Multiliths catalog cards.	3
9) Assists in the mending of books on a project basis.	2

REFERENCE AND INFORMATION DIVISION

FUNCTION

At the main library reference librarians interpret the library's resources to the public. Information assistants interpret the author-title catalog, give general assistance to users, and provide a limited ready reference service including trade bibliographic information and information concerning the community. Other functions of the division include selecting and maintaining reference materials; the selecting and processing of special collections such as pamphlets, telephone directories, and college catalogs; maintaining subscription services; providing interlibrary loan services; doing bibliographic order checking; and assisting in public catalog maintenance.

ORGANIZATION STRUCTURE

The Head - Reference and Information Division supervises reference librarians (most of whom have a major assignment in another division but perform reference desk routines on an assignment basis), and information assistants (who serve as reference clerks when not at the information desk). Coordination with other library divisions is an important consideration, especially in coordinating branch library reference and pamphlet collections; liaison with the Technical Processes Division in the selection and maintenance of the reference collection; and coordinating the selection, maintenance and use of serial publications, indexes, services and documents with the Serial Publications and Documents Division.

WORKLOAD

A reference librarian and an information assistant are on duty and available to the public at all times the main library is open — which is 75 hours weekly. Because of the exacting demands of being constantly alert to the public's needs, interpreting requests, and physically locating resources, these positions are scheduled on a shift basis. Behind-the-scenes work includes selecting, up-dating, and processing a large number and wide variety of materials whose usefulness is measured by the speed with which it is made available to the public. Bibliographic checking in maintaining and developing the library's holdings and for special projects is accomplished by division personnel.

Job Title	HEAD – REFERENCE AND INFORMATION DIVISION
Class Title	Senior Librarian
Reports to	Library Director
Supervises	Reference librarians, information assistants, reference clerks
Location	Main Library

Summary. The Head – Reference and Information Division directs the reference and information service, including selection of reference library materials and supervision of reference and information personnel.

Duties	Percent
1) Works regular assignments at the reference desk, as the job is considered a working position.	50
2) Reviews and selects reference materials.	20
May consult Head – Serial Publications and Documents Division.	
3) Attends conferences and meetings; reads professional literature; is aware of new reference sources, trends, and practices.	5
4) Supervises reference librarians and clerks and information assistants; makes assignments and work schedules; coordinates reference schedules with other divisions.	4
Must consult division heads.	
5) Coordinates reference service with other library divisions.	4
Must consult heads of library divisions.	
6) Directs in-service reference and information training of new librarians, librarian trainees, information assistants, and reference clerks.	4
7) Supervises maintenance of the reference collection.	3
Must consult technical processes personnel.	
May consult Head – Serial Publications and Documents Division.	
8) Assists and recommends to the Library Director policies and procedures relating to the reference and information services.	3
9) Prepares division budget; reviews and reports on budget periodically.	3
Must consult Administrative Assistant in budget preparation.	
10) Directs interlibrary loan function.	2

Duties	Percent
11) Reports on problem areas and recommends procedural changes.	1
12) Reviews personnel records, makes efficiency reports, and interviews applicants for new positions.	1

Must notify library business office.

Job Title	REFERENCE LIBRARIAN
Class Title	Librarian
Reports to	Head – Reference and Information Division
Supervises	—
Location	Main Library

Summary. The Reference Librarian assists the public in the interpretation of library resources.[1]

Duties	Percent
1) Assists the public in locating and interpreting library resources.	60
May consult children's librarians, young adult librarians, and other specialized librarians.	
2) Instructs the public in the use of the card catalog, indexes, and other finding aids.	10
3) Provides reader's advisory service.	5
May consult children's librarians, young adult librarians, and other specialized librarians.	
4) Prepares bibliographies as required.	5
5) Assists in projects as required by the Head – Reference and Information Division.	5
6) Attends conferences and meetings; reads professional literature; is aware of new resource materials and technological developments.	5
7) Recommends additional sources for library materials.	4
8) Makes recommendations for acquisition of library materials.	3
9) Interprets library policies and procedures to the public.	2
May consult Circulation Supervisor (Main Library).	
10) Reports on problem areas and recommends procedural changes.	1
11) Is in charge of the main library in the absence of a librarian senior in rank.[2]	

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[1] The person assigned this position has a major assignment in another division and the amount of time spent in it is not included in the percentage account of this position.

[2] Because the library is open evenings and weekends, the Head – Reference and Information Division (or the Library Director) may not be available. The reference librarian on duty, therefore, is responsible for the library at these times.

Job Title	INFORMATION ASSISTANT
Class Title	Senior Library Clerk
Reports to	Head – Reference and Information Division
Supervises	—
Location	Main Library

Summary. The Information Assistant, stationed at the information desk (near the entrance of the library and adjacent to the public catalog), provides general information on the use of the library, assists the public in the use of the author-title catalog and in locating materials, and answers and routes telephone calls.[1]

Qualifications. The person holding this position should be conversant with the library's resources, services, classification system, and policies. He should have college background, be interested in books and reading, and be aware of community activities. Ability to work with and be responsive to the public is a basic requirement.

Duties	Percent
1) Assists the public in the use of the author-title card catalog and in the location of library materials.	30
2) Explains library resources and services and gives directional information.	20
3) Answers the telephone and routes calls (main library public service areas).	15
4) Identifies library materials from telephone requests.	10
5) Receives book requests; edits and completes forms with additional bibliographic information.	5
6) Interprets trade bibliographic information to the public from sources at the information desk.	5
7) Provides basic ready reference information from such sources located at the information desk (dictionaries, almanacs, city directories, gazetteers, telephone directories, etc.).	5
8) Screens information requests and refers reference questions to reference librarians.	5
9) Maintains local organization files and provides general information on the area, including community events.	5

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[1] Because of the physical demands of working with the public, the job, as with that of Reference Librarian, is scheduled in shifts and the person holding this position is assigned other job related duties when off the desk. The amount of time spent is not included in the percentage account of the position. During non-busy periods the information assistant will work on assignments related to other duties that can be accomplished at the information desk.

Job Title	REFERENCE CLERK
Class Title	Senior Library Clerk
Reports to	Head – Reference and Information Division
Supervises	—
Location	Main Library

Summary. The Reference Clerk provides general clerical assistance to the professional reference staff and maintains reference records and files.[1]

Duties	Percent
1) Initiates correspondence, maintains reference office files, and does related clerical work.	30
2) Requests, receives, and returns interlibrary loans, notifies borrowers; maintains statistics.	25
Must consult circulation supervisor (branch libraries), order librarians, Reserve Control Clerk.	
3) Maintains reference public files including requesting or ordering, processing, classifying, routing and filing of pamphlets, college catalogs, occupations materials, annual reports, maps, government and geographical information, and telephone directories.	25
4) Maintains publicity file.	10
Must notify Administrative Assistant of statistics on publicity.	
5) Provides clerical assistance to other library divisions upon direction of reference department head.	5
6) Assists the public in the use of the photocopier, makes service requests and cash refunds, makes use records and changes paper.	2
Must consult library business office.	
7) Surveys the reference area to determine maintenance requirements.	1
8) Requests reference department supplies.	1
Must consult library business office.	
9) Reports on problem areas.	1

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[1] Senior library clerks holding this position are also library assistants and the amount of time spent is not included in the percentage account of the position.

CHILDREN'S DIVISION

FUNCTION

The Children's Division is responsible for the overall children's library program, including the selection of children's library materials, a variety of children's services, and related programs. Coordination and programming with the schools, groups, and the city's Recreation Department are also major functions.

ORGANIZATION STRUCTURE

The Head - Children's Division directs children's librarians and clerks assigned to the division. No children's circulation clerks or aides are assigned this division as the maintenance of the children's collections is handled by the Circulation Division in the main library and general circulation personnel in branch libraries. Principally because of lack of space in the city's temporary main library, this division still provides limited services and programs and requires additional development of resources.

WORKLOAD

At the end of March 1970 there were a total of 33,023 children's books -- 12,888 in the main library and 20,135 in branch libraries. Circulation 1969 totaled 112,648 -- 45,777 at the main library and 67,471 in branch libraries. In 1969 there were 82 monthly school visits and orientation visits to the library. Programs included 118 at the pre-school level, and 36 film and story hours.

Job Title	HEAD – CHILDREN'S DIVISION
Class Title	Senior Librarian
Reports to	Library Director
Supervises	Children's librarians, clerks and aides

Summary. The Head – Children's Division directs the overall children's program for the library and selects children's library materials.

Duties		Percent
1)	Selects, reviews, and analyzes the children's book collection.	20
	May consult order-receiving personnel.	
2)	Plans children's programs.	20
	May consult library division heads, city recreation department personnel.	
3)	Gives book talks, orientation programs, and talks to groups.	15
4)	Assists children, parents, teachers, and others in interpreting the library's resources.	10
	May consult adult reference librarians.	
5)	Coordinates children's service with other library divisions, the schools, and community groups.	10
	Must consult library division heads, city recreation department personnel.	
6)	Supervises the maintenance of the children's collection.	5
7)	Attends conferences and meetings; reads professional literature, is aware of new trends and practices.	5
8)	Prepares division budget; reviews and reports on budget periodically; coordinates budget with division heads.	5
	Must consult Administrative Assistant in budget preparation.	
9)	Supervises library personnel assigned to children's services.	3
10)	Prepares reports and statistics.	2
11)	Directs in-service training of new librarians, librarian trainees, and non-professional personnel in the Children's Division.	2
12)	Assists and recommends to the Library Director policies and procedures relating to children's services.	1

	Percent
13) Reports on problem areas and recommends procedural changes.	1
14) Reviews personnel records, makes efficiency reports, and interviews applicants for new positions.	1

Must notify library business office.

Job Title	CHILDREN'S LIBRARIAN
Class Title	Librarian
Reports to	Head – Children's Division
Supervises	Library Clerks and aides assigned
Location	Main Library/Branches

Summary. The Children's Librarian assists children and others in the use of the library's resources, selects library materials, and plans programs.

Duties	Percent
1) Assists children, parents, teachers, and others in interpreting the library's children's resources. May consult adult reference librarians.	50
2) Plans, prepares for, and participates in programs initiated through children's services. Must consult library division heads, city departments concerned.	10
3) Assists the Head – Children's Division in selecting, reviewing, and analyzing the children's book collection; recommends the withdrawal of materials no longer suitable.	10
4) Conducts story hours. Must consult library division heads, clerks and aides assigned to a project.	5
5) Coordinates children's activities with other library divisions, the schools, and community groups. Must consult library division heads, city recreation department personnel.	5
6) Gives book talks, orientation programs, and talks to groups (including adult-child related groups). Must consult library division heads.	5
7) Assists in the cataloging and classification of children's books. Must consult Head – Technical Processes Division.	5
8) Assists the Head – Children's Division in planning children's programs. May consult library division heads, city department personnel.	3

		Percent
9)	Attends conferences and meetings; reads professional literature, and is aware of new trends and practices.	3
10)	Prepares book lists; arranges displays.	2
	May consult library division heads, Exhibit Librarian, Staff Artist.	
11)	Reports on problem areas and recommends procedural changes.	1
12)	Supervises clerks and aides assigned to children's services.	1
	May consult circulation supervisors.	

Job Title	CHILDREN'S INFORMATION ASSISTANT
Class Title	Senior Library Clerk
Reports to	Children's Librarian
Supervises	——
Location	Main Library/Branches

Summary. The Children's Information Assistant assists children and others in the use of the children's library resources (in the absence of a children's librarian) and provides general clerical assistance.[1]

Duties	Percent
1) Assists children, parents, teachers and others in interpreting the children's library resources.	50
2) Participates in and assists in preparing children's programs.	15
3) Types materials related to children's division activities.	15
4) Receives and routes children's library materials.	12
5) Assists in maintaining children's library materials and supplies.	6
6) Reports on problem areas and recommends procedural changes.	1
7) Assists in special children's projects and exhibits.	1

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[1] At a branch library the Children's Information Assistant also assists in circulation functions as required. The time spent is estimated at 30 percent and is not included in the percentage account of the position.

Job Title	CHILDREN'S LIBRARY CLERK[1]
Class Title	Library Clerk
Reports to	Head – Children's Division
Supervises	———
Location	Main Library

Summary. The Children's Library Clerk provides general clerical assistance for children's library service.

Duties	Percent
1) Does general typing including letters, reports, announcements, brochures, and press releases.	50
2) Initiates correspondence and maintains children's library office files.	18
3) Does related work as required by the Head – Children's Division.	15
4) Assists technical processes and audio-visual personnel in processing and maintaining children's library materials and catalogs.	10
Must consult technical processes and audio-visual personnel.	
5) Maintains publishers' catalogs of children's books.	2
May consult book order-receiving personnel.	
6) Provides clerical assistance to other library divisions upon direction of Head – Children's Division.	2
7) Requests supplies for Children's Division.	1
Must notify library business office.	
8) Surveys the children's area to determine maintenance requirements.	1
9) Reports on problem areas and recommends changes.	1

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[1] The Library does not presently have this position. The percentage of time spent is estimated.

YOUNG ADULT DIVISION

FUNCTION

The Young Adult Division is responsible for the library's overall services and programs for young adults and for the acquisition of resources. Services and programs designed for an age group of 14 through 18.

ORGANIZATION STRUCTURE

Even though the library has had the concept of a young adult book collection from the beginning, no formal program was developed, principally because of lack of space in temporary buildings. In the past the position of Head - Young Adult Division has usually been assigned to a part-time librarian trainee who has interest and aptitude in this field. In the city's program budgeting, young adult activities are not presently budgeted as a separate division.

The young adult librarian plays an important role as a liaison and resource person with such other library divisions as audio-visual. At this time it is considered unrealistic to attempt to develop a stronger program because of present space limitations.

Job Title	HEAD – YOUNG ADULT DIVISION
Class Title	Librarian
Reports to	Library Director
Supervises	Clerks and aides as assigned
Location	Main Library

Summary. The Head – Young Adult Division directs young adult services and programs, and selects young adult materials.

Qualifications. In addition to standard academic qualifications, the young adult librarian should have an interest in and be compatible with young adults. Specialized courses in work with young adults would be desirable.

Duties	Percent
1) Plans and develops programs for young adults.	40
May consult library division heads, city recreation department.	
2) Selects and orders library materials suitable for young adults; administers book account; analyzes the collections; withdraws materials regarded as no longer suitable.	35
Must consult order–receiving clerks; technical processes personnel in withdrawing materials.	
3) Coordinates the young adult service with other library divisions.	5
Must consult library division heads.	
4) Prepares reports and statistics.	5
5) Establishes liaison with other related agencies or groups; is aware of the community's young adult requirements.	4
May consult city recreation department.	
6) Attends conferences and meetings; reads professional literature; is aware of new trends and practices.	4
7) Supervises non–professional assistants.	2
8) Prepares division budget; reviews and reports on budget periodically.	2
Must consult Administrative Assistant in budget preparation.	
9) Assists and recommends to the Library Director policies and procedures relating to young adult service.	1
10) Reports on problem areas and recommends procedural changes.	1

		Percent
11)	Reviews personnel records, makes efficiency reports, and interviews applicants for new positions. Must notify library business office.	1
12)	Serves as Reference Librarian when required.[1]	

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[1] This time is not included in the percentage account of the position.

SERIAL PUBLICATIONS AND DOCUMENTS DIVISION

FUNCTION

The Serial Publications and Documents Division is responsible for ordering, processing, maintaining, and making available the library's collection of serial publications and government documents in both hard copy and microforms.

ORGANIZATION STRUCTURE

The Head - Serial Publications and Documents is an associate librarian. Non-professional staff, employed part-time, includes a serials and documents clerk and an aide. Coordination with other library divisions is especially important in budgeting, selecting, re-evaluating, maintaining, cataloging, binding, filming, and storing serial publications.

WORKLOAD

Materials received by the division are processed centrally. A major portion of the division's work is concerned with acquiring and processing serials and documents. The Inglewood Library is a selected U. S. government depository. The library has subscriptions to 690 magazine titles plus 24 on microfilm. As a partial index to workload, in 1969 the division received 3,886 government depository pieces, added 626 volumes of bound periodicals (total: 2,485), and processed 417 serials (volumes).

Job Title	HEAD — SERIAL PUBLICATIONS AND DOCUMENTS DIVISION
Class Title	Associate Librarian
Reports to	Library Director
Supervises	Serials and Documents Clerk, Serials and Documents Aides
Location	Main Library

Summary. The Head – Serial Publications and Documents Division directs the function of the division, including ordering and receiving, cataloging, and maintaining the collection, and supervises division personnel.

Duties	Percent
1) Reviews and selects serials, periodicals, and documents; requests free and inexpensive materials. Must get approval from professional division heads. May consult reference, audio-visual, children's, and extension personnel. Must notify order-receiving personnel.	25
2) Supervises serials and documents records and statistics; prepares reports.	20
3) Selects and directs maintenance of Library Service Collection.	10
4) Does descriptive cataloging when required; orders and edits Library of Congress cards. Must get approval from Technical Processes Librarian in doing descriptive cataloging.	5
5) Interprets serials and documents resources to the staff and public.	5
6) Supervises division personnel; arranges schedules and assignments.	5
7) Attends conferences and meetings; reads professional literature; reviews and reports on new technological developments.	5
8) Selects microform materials and equipment; interprets these resources to the staff and public.	5
9) Prepares division budget; reviews and reports on budget periodically; coordinates budget with division heads. Must consult Administrative Assistant in budget preparation.	5
10) Coordinates serials and documents functions with other library divisions. Must consult division heads. May consult order-receiving personnel.	3

		Percent
11)	Supervises serials accounts, files and correspondence.	3
	May consult order-receiving personnel.	
12)	Directs in-service training of non-professional personnel.	2
13)	Contacts vendors concerning shipments, problems, discounts, etc.	2
14)	Assists and recommends to the Library Director policies and procedures relating to the serial publications and documents function.	1
15)	Reviews personnel records, makes efficiency reports, and interviews applicants for new positions.	1
	Must consult library business office.	
16)	Reports on problem areas and recommends procedural changes.	1
	May consult division heads.	
17)	Supervises supply inventories and requests serials and documents supplies; supervises equipment maintenance.	1
	Must consult library business office.	
18)	Advises reference personnel on new serial publications, documents, and services.	1
	Must consult reference personnel.	
19)	Serves as Reference Librarian when required.[1]	

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[1] This amounts to some 20 percent. This time is not included in the percentage account of the position.

Job Title	SERIALS AND DOCUMENTS CLERK
Class Title	Library Clerk
Reports to	Head – Serial Publications and Documents Division
Supervises	Serials and Documents Aide and personnel assisting in special projects. (May supervise)
Location	Main Library

Summary. The Serials and Documents Clerk orders, receives, records, processes, and routes serial publications and documents.

Duties Percent

1) Orders, receives, processes, files, and routes serial publications, including periodicals and microfilm, and maintains records. Receives and processes gift publications. 30

May consult technical processes personnel concerning cataloging details and maintenance of records.

2) Orders, receives, processes, files, and routes documents; initiates claims for items not received; maintains records and files. 20

3) Maintains serials budget accounts, orders serials, makes renewals, and maintains want list for missing items. 10

4) Sorts and routes mail. 10

May consult order–receiving personnel.

5) Assists Head – Serial Publications and Documents Division in inventories and special projects. 10

6) Maintains serials records for bound and unbound materials, including follow–up on shorts and lost items, transfers, and withdrawals. 5

May consult technical processes and branch library personnel.

7) Supervises the maintenance of the serials collection, including shelving, binding preparation and mending, plastic covers for magazines, boxing newspapers, routing, and withdrawals. 5

8) Supervises aides assisting in processing and maintaining serials collections. 5

9) Makes reports and compiles statistics as required. 2

10) Coordinates branch library serials collections, including bindery preparation and records. 2

Must consult technical processes and branch library personnel, Delivery Clerk.

11) Requests purchase of supplies for serials division. 1

Must consult library business office.

Job Title	SERIALS AND DOCUMENTS AIDE
Class Title	Library Aide
Reports to	Head – Serial Publications and Documents Division
Supervises	—
Location	Main Library[1]

Summary. The Serials and Documents Aide sorts and shelves serial publications and maintains periodical stacks.

Duties	Percent
1) Maintains periodical stacks.	35
2) Records and processes, shelves, and maintains newspapers; routes back issues to storage shelves.	20
3) Inserts new issues of periodicals in display covers and routes back issues to stacks.	10
4) Collects and assembles magazines for binding.	7
May consult circulation personnel.	
5) Assists the Serials and Documents Clerk in assignments.	5
6) Reinforces and mends periodicals.	5
7) Assists in recording and processing serial publications.	5
8) Maintains microform files.	5
9) Files selected periodical services and documents.	3
May consult reference personnel.	
10) Shelves and maintains Library Service Collection.	3
11) Pages periodicals.	2
12) Records, processes and routes serial publications, and sorts and routes mail in the absence of the Serials and Documents Clerk.	–

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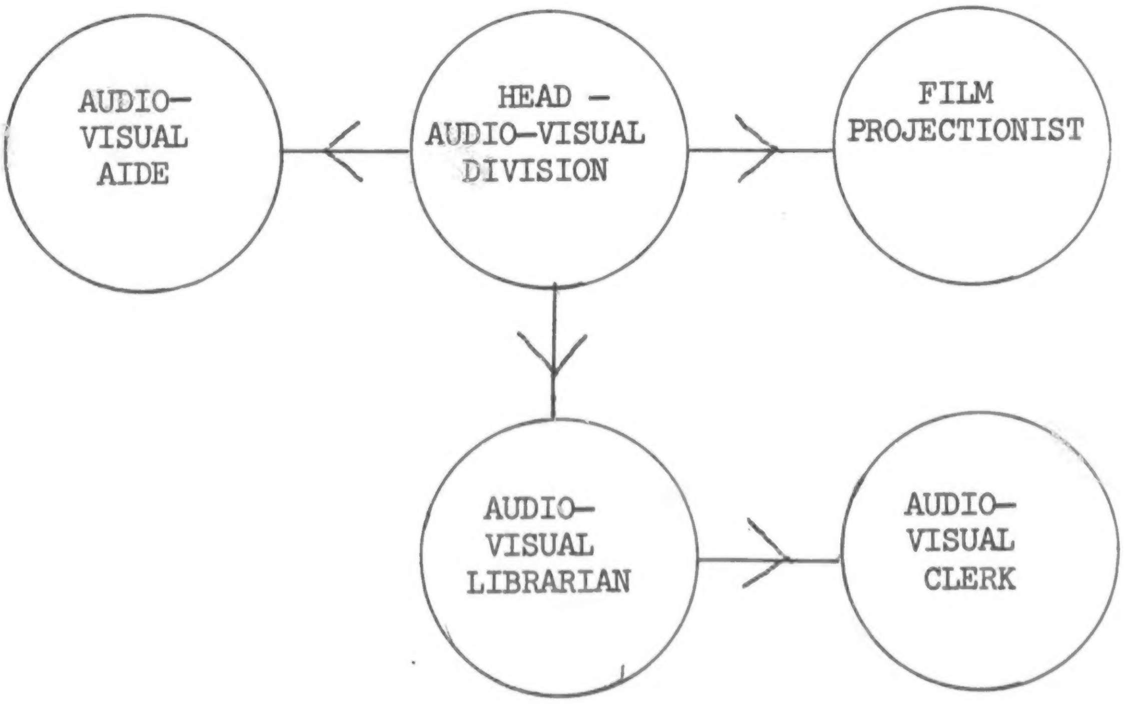
[1] Circulation aides perform the function of the Serials and Documents Aide in branch libraries.

AUDIO - VISUAL DIVISION

FUNCTION

The Audio-visual Division is responsible for selecting, ordering, processing, and maintaining the library's various audio-visual collections—films, filmstrips, tapes, phonograph records, cassette tapes, art reproductions, and pictures. The Division is responsible for programs and the coordination of audio-visual resources and services with other library divisions and agencies, and also interprets audio-visual resources and services.

ORGANIZATION STRUCTURE



In the relationship diagram above, the Audio-visual Librarian who catalogs audio-visual materials and maintains public catalogs directs a clerk who processes audio-visual materials. The audio-visual aides, reporting to the Head - Audio-visual Division, inspect and maintain audio-visual collections.

WORKLOAD

The library belongs to two film circuits and receives some 60 films a month. This is in addition to the 68 films owned by the Library. Resources include 75 filmstrips, 625 slides, 170 cassette tapes, 7,115 phonograph records, 550 tapes, 2475 art reproductions, and 2700 pictures. As an additional index to the workload, circulation in 1969 for sound recordings was 33,461 and film showings 4,955.

Job Title	HEAD – AUDIO-VISUAL DIVISION
Class Title	Senior Librarian
Reports to	Library Director
Supervises	Audio-visual Librarian, Exhibit Librarian, clerks, and aides
Location	Main Library

Summary. The Head – Audio-visual Division directs the selection, ordering, processing, and circulation of audio-visual materials including films, sound recordings, art reproductions, pictures, slides, and filmstrips, and develops programs utilizing audio-visual equipment and resources; directs exhibits program.

Qualifications. In addition to the educational and experience requirements for the class, the Head – Audio-visual Division should have an interest and background in the fine arts. He should be familiar with films and film techniques, and conversant with music and art forms. A knowledge of recording techniques and playback equipment is desirable.

Duties	Percent
1) Selects and orders records, tapes, scores, art reproductions, pictures, music scores and other audio-visual materials; coordinates selection with branch librarians.	25
Must consult professional staff.	
2) Evaluates audio-visual equipment and makes recommendations for purchase.	10
May consult professional staff.	
3) Coordinates the audio-visual function with other divisions of the library, especially with the social services and children's librarians.	10
Must consult professional staff.	
4) Interprets audio-visual resources to the staff and public.	10
5) Supervises audio-visual librarians, clerks, aides, and projectionist.	10
6) Plans public film programs; selects and schedules films to be shown.	5
May consult children's librarians, city recreation department personnel.	
7) Attends circuit film viewing sessions and votes at circuit film purchase meetings.	5
8) Reads extensively in professional and fine arts literature to keep abreast of new developments in the audio-visual field; attends meetings and conferences.	5

		Percent
9)	Arranges for repair and maintenance of audio-visual equipment. Must consult library business office.	3
10)	Supervises the maintenance of audio-visual statistics and records; prepares reports.	3
11)	Supervises Exhibit Librarian and coordinates exhibits and displays.	3
12)	Attends classes, workshops, and symposia to upgrade and update his knowledge.	3
13)	Directs in-service training programs.	3
14)	Prepares division budget; reviews and reports on budget periodically. Must consult Administrative Assistant for budget preparation.	3
15)	Reviews personnel records, makes efficiency reports, and interviews applicants for new positions. Must notify library business office.	1
16)	Reports on problem areas and recommends procedural changes.	1

Job Title	AUDIO-VISUAL LIBRARIAN
Class Title	Librarian
Reports to	Head – Audio-visual Division
Supervises	Audio-visual clerks and aides
Location	Main Library

Summary. The Audio-visual Librarian is responsible for the acquisition, cataloging, and supervision of processing of audio-visual materials, and assists the Head – Audio-visual Division in the overall direction of the division.

Qualifications. In addition to the normal academic qualifications, the Audio-visual Librarian should have a special interest and background in the fine arts. Ability to plan and execute artistic displays is desirable.

Duties		Percent
1)	Catalogs (descriptive and subject cataloging) phonograph records and tapes, including assigning Library of Congress class numbers; orders and edits Library of Congress cards; maintains shelf lists.	30
2)	Withdraws sound recordings, makes replacement slips when required, annotates and withdraws related records; conducts inventories.	10
3)	Files catalog cards in Main public audio-visual catalog.	10
4)	Supervises the processing of picture and art reproduction files; assigns headings.	10
5)	Assists the Head – Audio-visual Division in specific assignments.	10
6)	Directs audio-visual clerks, aides and those assisting in the mechanical processing of audio-visual materials.	5
7)	Interprets audio-visual resources to the staff and public.	5
8)	Receives audio-visual materials, including inspecting and comparing invoices and orders.	5
	Must notify library business office.	
9)	Assists in the preparation of exhibits and displays.	5
10)	Confers with Head – Audio-visual Division concerning cataloging procedures and problems.	3
11)	Assists in the selecting and ordering of audio-visual materials.	3
12)	Processes slides, including printed cards, and prepares other cards as required.	2

	Percent
13) Assists the Social Services Librarian in the management of audio-visual materials relating to his activity.	1
Must consult Social Services Librarian.	
14) Attends conferences and meetings; reads professional literature and is aware of new technological developments.	1

Job Title	EXHIBIT LIBRARIAN
Class Title	Librarian
Reports to	Head – Audio-visual Division
Supervises	Staff Artist, clerks and aides on a project basis
Location	Main Library

Summary. The Exhibit Librarian plans, arranges, and coordinates library exhibits and displays for all libraries; schedules materials and programs relating to the community, the season, special events, and within the framework of the library's relationship to the public. The person holding this position may also have a collateral assignment.

Qualifications. A public relations background is a desirable qualification.

Duties	Percent
1) Plans exhibits on themes suitable to the exhibit areas and the requirements of all libraries; interviews prospective exhibitors; maintains files of past, current, and prospective exhibitors; maintains exhibit calendar.	30
Must notify library office of exhibit calendar.	
2) Arranges exhibit publicity for all news media; prepares publicity releases, announcements, brochures, and reading lists.	25
3) Initiates exhibits by locating and contracting with sources (*e.g.* within the community, nearby museums, universities, schools, and by mail).	10
May consult other librarians.	
4) Makes detailed arrangements for shipping, setting up, and returning exhibits.	10
May consult Delivery Clerk and library personnel involved.	
5) Coordinates exhibits with other activities (school and other outside events); coordinates related special programs or social activities.	10
Must consult library personnel concerned.	
6) Reads professional literature concerning exhibits, local and national journals with a view to discovering new and interesting concepts; visits galleries, museums, universities, libraries, foreign tourist bureaus and ethnic groups to learn of additional themes and to be aware of dramatic uses of materials.	10
7) Supervises the Staff Artist in planning posters, illustrations, and signs correlating exhibits within the library and the community.	4
8) Arranges insurance of art works and other valuable materials.	1
Must consult library business office.	

Job Title	STAFF ARTIST
Class Title Reports to Location	Library Clerk[1] Head – Audio-visual Division Main Library

Summary. The Staff Artist prepares signs, posters, and displays, and illustrates brochures designed to promote library programs and materials.

No time percentage is indicated as this position is performed on a project basis.

Qualifications. Artistic ability, creativity, imagination, and initiative are of prime importance for this position. He should be able to take an idea and convert it into a persuasively attractive display which will be both eye-catching and informative. He should be able to work with neatness and reasonable speed. Should have a working knowledge of a variety of artistic techniques, including collage, montage, and paper sculpture, as well as the more conventional sign and poster media. He should be familiar with graphic art and be able to design and execute attractive publications such as bibliographies, bookmarks, and special announcements.

Duties

1) Prepares signs, posters and displays.

2) Designs and executes decorations for holidays and special occasions.

3) Interprets staff requirements utilizing creative and imaginative concepts.

   Must consult librarians on specific projects.

4) Plans and supervises mounting of special exhibits and maintains circulating exhibits.

5) Designs and illustrates publications, such as book lists, bookmarks, and announcements.

   Must consult librarians requiring art work.

6) Selects art materials and supplies.

   Must consult library business office.

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[1] The qualifications for the position call for a classification at least equal to that of a library clerk. Some of the duties of this position may be performed by a library aide.

Job Title	AUDIO-VISUAL CLERK
Class Title	Clerk Typist
Reports to	Audio-visual Librarian
Supervises	Audio-visual aides (may supervise)
Location	Main Library

Summary. The Audio-visual Clerk prepares cards and completes final mechanical processing of audio-visual materials.

Duties	Percent
1) Types catalog cards (from process slips or LC cards); annotates LC cards.	40
2) Types and affixes inside and outside spine labels.	18
3) Performs general typing including orders, correspondence, audio-visual lists and announcements.	17
4) Directs aides and volunteers assisting in the mechanical processing of audio-visual materials.	12
5) Types labels and mechanically processes art reproductions and pictures.	5
6) Performs general clerical duties as assigned.	5
7) Routes processed audio-visual materials.	3

Job Title	AUDIO-VISUAL AIDE
Class Title	Library Aide
Reports to	Head — Audio-visual Division
Location	Main Library

Summary. The Audio-visual Aide inspects audio-visual materials and maintains the audio-visual collection.

Duties	Percent
1) Inspects and cleans phonograph records; inspects and maintains cassettes and cassette players; inspects and repairs tapes.	30
2) Inspects and cleans films employing automated film inspection equipment; inspects film strips; makes damage reports.	30
3) Shelves sound recordings in public area after circulation; maintains collection of sound recordings.	12
4) Charges and discharges films; maintains film records and bookings.[1]	10
5) Clears sound recordings returned; makes damage reports; compares returned sound recordings with borrowers' reserve list.	5
Must notify circulation control personnel concerning damage reports.	
6) Maintains statistics.	5
7) Assists in the mechanical processing of new records, tapes, and films.	5
8) Prepares circuit films for shipment.	2
Must notify Delivery Clerk.	
9) Requests purchase of audio-visual supplies.	1

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[1] May consult Registration Clerk who also performs this function because of the physical proximity of the film collection to the registration counter in the library's temporary main library.

Job Title	FILM PROJECTIONIST
Class Title	Library Aide[1]
Reports to	Head – Audio-visual Division
Location	Main Library

Summary. The Film Projectionist transports, maintains, and operates film, filmstrip, and slide projectors at public film showings.

Duties	Percent
1) Operates film projection equipment, filmstrip and slide projectors.	60
2) Transports film, filmstrip, and slide projection equipment in library van. Must consult Delivery Clerk.	20
3) Assembles, tests, and disassembles film projection equipment.	10
4) Inspects, cleans, and maintains film projection equipment; reports on condition of equipment.	5
5) Reports attendance count and public reaction; reports on problem areas and makes recommendations.	3
6) Arranges with person in charge of facility for setting-up film projection equipment.	1
7) Explains and introduces films to the audience; makes announcements.	1

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[1] Because this function is performed infrequently by an aide that is a competent projectionist and performs this function in addition to his major assignment.

CIRCULATION DIVISION

FUNCTION

The Circulation Division, located in the main library, is responsible for the mechanics of lending library materials (except films and talking books for the blind) and the maintenance of the book stacks.[1]

ORGANIZATION STRUCTURE

This division, composed of non-professional personnel, is headed by a library assistant (the library's highest non-professional position). The library also employs a part-time library assistant for evenings and weekends (the main library is open to the public 75 hours a week). In addition to the Circulation Supervisor (a library assistant), and Reserve Control Clerk (a library clerk), the library employs circulation clerks (full-time and part-time) and aides (part-time) at the loan desk and aides for shelving.

The functional arrangement of the loan desk (good in-out traffic pattern, proximity of stations, functions of each station clearly identified for the public, etc.),method of charging library materials (photographing (1) a label attached to and describing the item to be circulated, (2) borrower's card, and (3) transaction card), and proximity of sorting shelves are important considerations that effect staffing.

WORKLOAD

During 1969, there were 336,143 books and other library materials circulated at the main library. Each item was charged, returned and "cleared", and reshelved or replaced. Shelf reading and stack maintenance is a continuous function. Circulation personnel also maintain visifile and reserve procedures, identity materials for binding, route materials to a number of locations, and perform a variety of related duties. The Circulation Supervisor prepares schedules for circulation personnel including the many part-time staff who work varied hours. Coordination with all library divisions and branches (including staff assistance) is a major consideration.

It is interesting to note that in fiscal year 1968-69 the library collected (mostly at the main library) $17,411 in fines and fees.

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[1] The registration of borrowers and retrieval procedures for overdue library materials are in the Circulation Control Division.

Job Title	CIRCULATION SUPERVISOR (Main Library)
Class Title	Library Assistant
Reports to	Library Director
Supervises	Circulation clerks and aides, Reserve Control Clerk
Location	Main Library

Summary. The Main Library Circulation Supervisor directs the loan desk function and stack maintenance, and supervises clerks and aides assigned to those functions.

The position differs from that of Circulation Supervisor (Branch Library) in that the Circulation Supervisor (Main Library) directs the work of more people, but supervision is confined to those having loan desk and stack maintenance duties.

	Duties	Percent
1)	Performs loan desk routines as the job is considered a "working position."	35
2)	Makes schedules; supervises time sheets; assigns clerical duties.	20
	Must notify library business office concerning time sheets.	
3)	Supervises clerks and aides assigned to the loan desk and stack maintenance.	20
	May consult technical processes personnel on stack maintenance.	
4)	Directs routing of library materials. (Includes initial inspection of materials requiring repair).	4
5)	Interprets and explains library circulation policies and interprets fine and damage policies to the public.	3
6)	Receives, records, and transfers money to the city finance office.	3
7)	Prepares division budget; reviews and reports on budget periodically.	3
	Must consult Administrative Assistant for budget preparation.	
8)	Coordinates personnel assignments with other divisions and branches and makes temporary personnel assignments when required.	2
	Must consult supervisors in all areas concerned.	
9)	Coordinates circulation activities with Circulation Control and other related divisions.	2
	Must consult circulation control personnel and related divisions.	
10)	Reports on problem areas and recommends procedural changes.	1
11)	Inventories and requests supplies related to circulation and stack maintenance.	1

Percent

12) Maintains circulation records and statistics. 1

Must notify library business office.

13) Reviews personnel records, makes efficiency reports, and interviews applicants for new positions. 1

Must notify library business office.

14) Works with library training officer in planning and maintaining in-service training program. 1

Must consult library business office.

15) Directs activities of volunteer workers (e.g., fitting plastic covers on books). 1

May consult technical processes personnel.

16) Surveys the public areas of the library in order to determine maintenance requirements. 1

Must consult library business office.

17) Inspects and reports on condition of equipment. 1

Must consult library business office.

Job Title	CIRCULATION CLERK
Class Title	Library Clerk
Reports to	Circulation Supervisor
Supervises	Circulation aides (may supervise)
Location	Main Library/Branches

Summary. The Circulation Clerk charges and discharges library materials, supervises aides, and other job related duties.

Duties — Percent

1) Charges library materials on photocharger; inspects borrowers' cards. — 25

May consult circulation control personnel on borrower card irregularities.

2) Clears library materials returned; collates materials for damage; determines fine assessments for overdue materials and damage; takes in money and makes change. — 25

May consult circulation control personnel on damaged or lost materials.

3) Determines library materials "on reserve" from visifile and *processes them for borrower.* — 20

4) Registers borrowers; determines geographical area of registrants; assists applicants in completing registration forms; verifies registration information at branches and at main when required. — 6

May consult Registration Clerk or other circulation control personnel.

5) Performs job related duties assigned by the Circulation Supervisor. — 6

6) Supervises aides as authorized by, or in the absence of, the Circulation Supervisor. — 6

7) Answers the telephone and routes calls. — 4

8) Explains library circulation policies -- including fines and damages — to the public. — 3

Job Title	RESERVE CONTROL CLERK
Class Title	Library Clerk
Reports to	Circulation Supervisor (Main Library)
Supervises	Circulation clerks and aides for special assignments such as searching (may supervise)
Location	Main Library

Summary. The Reserve Control Clerk coordinates procedures for reserving library materials within the library system.[1]

Duties	Percent
1) Searches for books listed on reserve cards.	25
May consult reference librarians and information assistants.	
2) Receives and relays information on reserve books between libraries in order to coordinate visifile postings.	20
Must consult branch library personnel.	
3) Determines, from technical processes files, if books noted on order suggestion forms are available for reserve or should be considered for purchase.	20
Must consult information assistants if information is not complete.	
May consult order-receiving clerks.	
4) Determines, from technical processes files, the number and location of materials available for reserve.	10
May consult technical processes personnel.	
5) Makes periodic inspections of visifile; conducts book searches, and reports lost materials.	10
Must notify catalog clerks and order librarians of lost materials.	
6) Posts reserves on visifile.	5
7) Inspects reserve cards to insure completeness.	3
8) Recommends purchase of added copies.	3
Must consult order librarians.	

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[1] The person assigned this position also serves as a circulation clerk. The time spent is estimated at 40 percent and is not included in the percentage account of the position.

	Percent
9) Coordinates the position with order librarians and information assistants.	2
Must consult order librarians and information assistants.	
10) Instructs other circulation personnel on reserve procedures.	1
11) Reports on problem areas; recommends procedural changes.	1

Job Title	CIRCULATION AIDE
Class Title	Library Aide
Reports to	Circulation Supervisor
Supervises	——
Location	Main Library/Branches

Summary. The Circulation Aide performs shelf maintenance work and other job related duties.

Duties	Percent
1) Sorts and shelves books and other library materials.[1] May consult serial publications personnel.	60
2) Assists at the loan desk.	20
3) "Reads" shelves to insure correct arrangement.	10
4) Performs materials handling of books, supplies, and equipment.	3
5) Assists in other library divisions as required.	3
6) Performs general maintenance of the physical facility.	2
7) Shifts books and assists in special projects.	2

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[1] This includes magazines and newspapers in branches. There is a separate job description for Serials and Documents Aide at the main library.

CIRCULATION CONTROL DIVISION

FUNCTION

The Circulation Control Division, located at the main library, is responsible for the registration of library borrowers, providing the equipment including transaction cards for charging library materials, retrieving overdue materials, and maintaining cycle keysort and related files. Except for initial registration at branch libraries, this function is centralized at the main library.

ORGANIZATION STRUCTURE

This division, as with the Circulation Division, is headed by a library assistant. Other employees include library clerks and clerk typists (registration clerk, circulation clerk and clerk typists) and aides (circulation control aides) all reporting to the Circulation Control Supervisor. The Division also employs a part-time library messenger who visits residents delinquent in returning library materials.

WORKLOAD

During 1969 the Division sorted 1,161,704 transaction cards (two sorts of the year's circulation of 580,852 items). They prepared and mailed 18,914 overdue notices and statements. The Library Messenger visited 1,198 residents and collected 492 items. Concerning registration, there were 11,582 new registrants, 4,606 renewals, 21,454 cancellations, and 4,151 temporary registrations.

Organizational and management methods and techniques are similar to those in business. Work measurement standards, however, cannot be applied as constant standards, as a proportion of some of the staff's time can be considered a service (especially conerning relations with the public in registering borrowers, explaining policies and procedures, answering inquiries, and attempting to placate problem borrowers).

Coordination with circulation personnel, especially in branch libraries, is a major consideration.

Job Title	CIRCULATION CONTROL SUPERVISOR
Class Title	Library Assistant
Reports to	Library Director
Supervises	Circulation Control clerks and aides, Registration Clerk
Location	Main Library

Summary. The Circulation Control Supervisor directs the library's circulation control function, which includes registration of borrowers and the retrieval of overdue library materials.

Duties	Percent
1) Directs and performs registration of borrowers and procedures for retrieving overdue library materials, including notices, statements, telephone contacts, claims-returned and lost materials, as the position is considered a "working position"; submits notices of unretrieved materials. May consult Circulation Supervisor. Must notify catalog clerks concerning withdrawn materials.	45
2) Makes personal and telephone contacts with problem borrowers. May consult circulation personnel.	10
3) Maintains departmental files and correspondence, records statistics, and makes reports.	10
4) Supervises clerks and aides assigned to Circulation Control.	5
5) Supervises keysorting, preparation of duplicate cards, filing, and routing.	5
6) Coordinates departmental activities and policies with circulation supervisors - main and branches. Must notify circulation supervisors.	4
7) Supervises registration of library borrowers. May consult Circulation Supervisor (Branch Library).	3
8) Supervises library messenger who collects overdue library materials; evaluates results and necessary follow-up.	3
9) Gives in-service training instruction on the circulation control function and arranges company demonstrations.	2
10) Prepares budget; reviews and reports on budget periodically. Must consult Administrative Assistant for budget preparation.	2

Percent

11) Assesses damaged materials. 2

May consult Head – Technical Processes, serial publications, audio-visual personnel for cost of materials.

12) Requests circulation control supplies, evaluates new equipment, supervises equipment maintenance, and confers with sales representatives. 2

13) Makes schedules; reviews time sheets. 2

Must notify library business office concerning time sheets.

14) Files complaints and appears in the Small Claims Court. 2

15) Confers with circulation supervisors. Reports on problem areas and recommends procedural changes. 2

Must consult circulation personnel.

16) Reviews personnel records, makes efficiency reports, and interviews applicants for new positions. 1

Must notify library business office.

17) Books, charges and discharges films; charges and discharges slides, and cassettes; receives requests for talking books for the blind; charges earphones during busy periods and in the absence of the Registration Clerk.[1]

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[1] This duty is assigned because of the proximity of the audio-visual work area in the present temporary building. The time spent is estimated at one percent and is not included in the percentage account of the position.

Job Title	CIRCULATION CONTROL CLERK
Class Title	Library Clerk
Reports to	Circulation Control Supervisor
Supervises	Circulation Control aides (may supervise)
Location	Main Library

Summary. The Circulation Control Clerk prepares overdue notices and performs routines related to the retrieval of overdue library materials.

	Duties	Percent
1)	Registers borrowers; determines geographical area of registrants; assists applicants in completing registration forms; verifies registration information; types borrowers' cards; files registration cards; prepares cards for mailing.	25
2)	Assists in keysorting and filing transaction cards.	20
3)	Types overdues notices from microfilm reader (first notices).	10
4)	Sorts and records missing transaction cards.	10
5)	Answers telephone inquiries and makes personal contact with the public concerning overdues problems.	10
6)	Types statements and correspondence.	8
7)	Clears records from overdue transaction cards returned daily.	5
8)	Prepares routing list and assembles records for the Library Messenger.	3
9)	Sorts overdues records in preparation for mailing second and third notices.	3
10)	Makes microfilm prints.	1
11)	Prepares and posts visifile records for lost and claims-returned materials.	1
12)	Determines cost of overdue materials; assesses and tabulates fines. May consult technical processes, serial publications and documents, audio-visual personnel for cost of materials.	1
13)	Determines borrower's identity from microfilm readers.	1
14)	Maintains statistical records.	1
15)	Reports on problem areas and recommends procedural changes.	1

		Percent
16)	Acts as deputy in the absence of the Circulation Control Supervisor, including supervising aides and dealing with the public.	–
17)	Books, charges and discharges films; charges and discharges slides and cassettes; receives requests for talking books for the blind; charges earphones – (performed during busy periods and in the absence of the Registration Clerk or supervisor).[1]	–

May consult audio-visual personnel.

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[1] This duty is assigned because of the proximity of the audio-visual work area in the present building. No time is included in the percentage account of this position.

Job Title	REGISTRATION CLERK
Class Title	Library Clerk
Reports to	Circulation Control Supervisor
Supervises	Circulation Control clerks and aides (may supervise)
Location	Main Library

Summary. The Registration Clerk registers borrowers and maintains centralized registration records.

Duties	Percent
1) Registers borrowers; interprets and explains registration policy.	60
2) Maintains and verifies registration records.	30
3) Answers the telephone and routes calls in the absence of the information assistant.	2
4) Coordinates and supervises branch library registration. May consult branch library personnel.	2
5) Supervises clerical personnel performing the registration function.	1
6) Coordinates registration records with circulation control personnel.	1
7) Records statistics regarding registration.	1
8) Reports on problem areas and recommends procedural changes.	1
9) Requests registration supplies and printing. Must consult library business office.	1
10) Assists circulation control personnel in specific assignments.	1
11) Books, charges and discharges films; charges and discharges slides; charges earphones.[1]	-

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[1] This duty is assigned because of the proximity of the audio-visual work area in the present building. This amounts to some 20 percent. This time is not included in the percentage account of the position.

Job Title	LIBRARY MESSENGER
Class Title	Library Clerk (Part-time)
Reports to	Circulation Control Supervisor
Supervises	—
Location	Main Library

Summary. The Library Messenger retrieves overdue library materials by personally contacting delinquent borrowers at their residences.

Qualifications: As part of the assignment consists of contacting residents in the evening, the person holding this position should be a man. Ability to display judgment, tenacity and tact in dealing with the public are required.

Duties	Percent
1) Contacts delinquent borrowers at their residences.	80
2) Records and reports on action taken.	5
3) Obtains information about delinquent borrowers who have moved.	5
4) Assists in other circulation control duties as required.	3
5) Reports on problem areas and recommends procedural changes.	3
6) Interprets and explains library circulation policies when required.	2
7) Collects library cards.	1
8) Records mileage and hours worked.	1

Job Title	CIRCULATION CONTROL CLERK TYPIST
Class Title	Clerk Typist
Reports to	Circulation Control Supervisor
Supervises	
Location	Main Library

Summary. The Circulation Control Clerk Typist types overdues notices.

Duties	Percent
1) Types overdues notices from microfilm reader (first notices).	50
2) Types statements and correspondence.	15
3) Registers borrowers; determines geographical area of registrants; assists in completing registration forms; verifies registration information; types borrowers' cards; files registration cards; prepares cards for mailing.	15
4) Sorts overdues records in preparation for mailing second and third notices.	10
5) Assists in keysorting and filing transaction cards when required.	5
6) Makes microfilm prints.	3
7) Determines borrower's identity from microfilm records.	2
8) Books, charges and discharges films; charges and discharges slides and cassettes; receives requests for talking books for the blind; charges earphones — (Performed during busy periods and in the absence of the Registration Clerk or supervisor).[1]	—

May consult audio-visual personnel.

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[1] This duty is assigned because of the proximity of the audio-visual work area in the present building. No time is included in the percentage account of the position.

Job Title	CIRCULATION CONTROL AIDE
Class Title	Library Aide
Reports to	Circulation Control Supervisor
Supervises	Library Bird
Location	Main Library

Summary. The Circulation Control Aide sorts and files keysort transaction cards.

Duties	Percent
1) Prepares keysort cards for routing to libraries; makes replacement transaction cards.	50
2) Keysorts overdue transaction cards.	20
3) Keysorts daily returned transaction cards.	12
4) Files transaction cards.	10
5) Assists circulation control personnel in specific assignments (e.g. statements).	3
6) Makes microfilm prints.	2
7) Assists the public and answers telephone inquiries during busy periods and in the absence of the supervisor.	2
8) Has primary responsibility for the maintenance of the library bird. Must consult library business office for purchase of birdseed. May consult Library Board member Bernard Lauhoff, D.V.M., in case of bird's illness.	1
9) Books, charges and discharges films; charges and discharges slides and casettes; receives requests for talking books for the blind; charges earphones — during busy periods, and in the absence of the Registration Clerk or supervisor.[1]	—

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[1] This duty is assigned because of the proximity of the audio-visual work area in the present building. No time is included in the percentage account of this position.

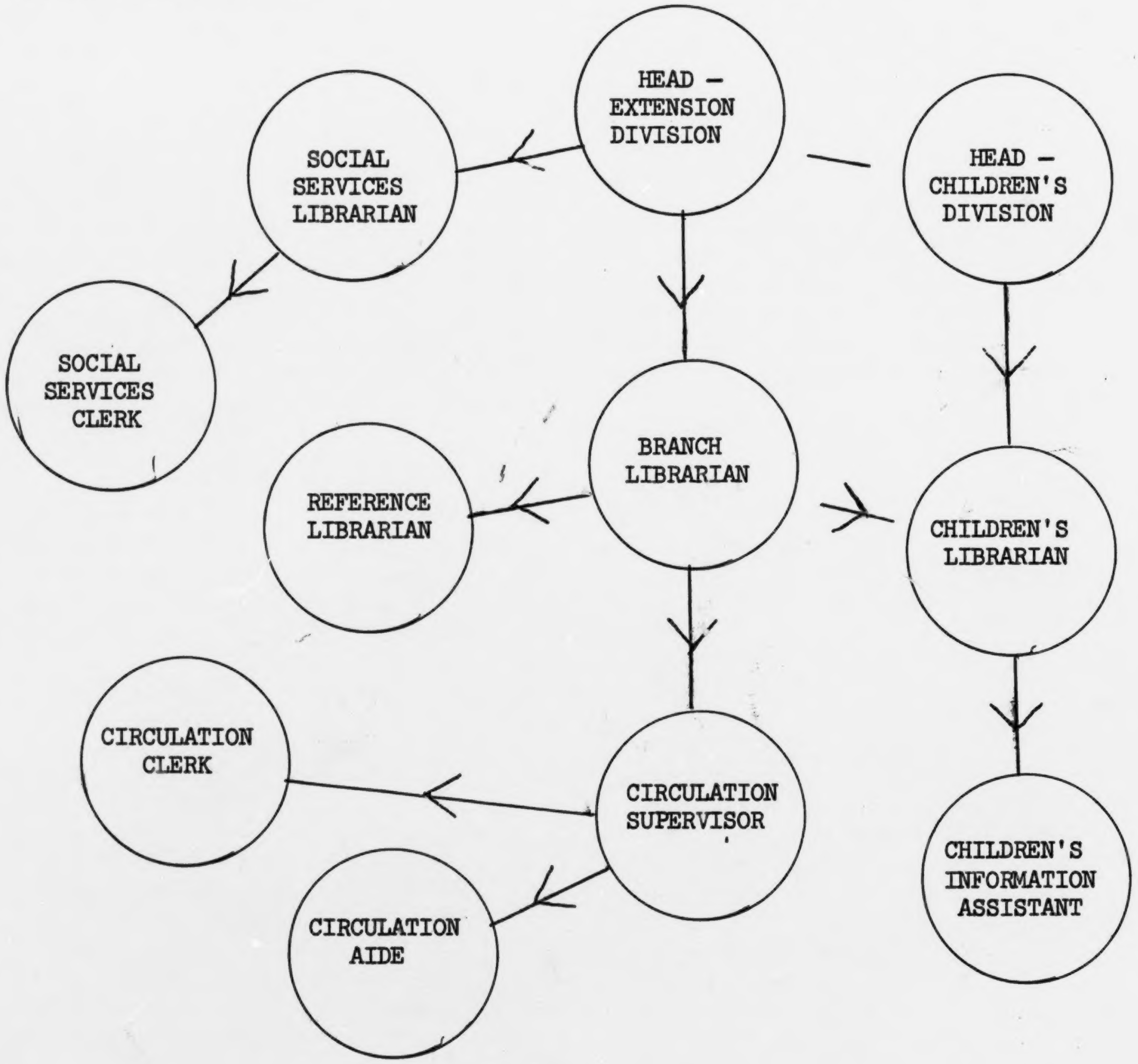
EXTENSION DIVISION

FUNCTION

Branch libraries represent the first level of library service. Services, programs, and resources are provided to meet the immediate needs of the community or neighborhood in which the branch library is located. Collections duplicate main library holdings to a large extent, and users are directed to the main library for the full range of resources.

The library's social services programs are administered through the Extension Division. The Social Services Librarian maintains extramural collections placed in convalescent and general hospitals, fire stations, and parks; large print collections for the visually handicapped; and talking books and tapes for the blind.

ORGANIZATION STRUCTURE


HEAD - EXTENSION DIVISION
SOCIAL SERVICES LIBRARIAN
HEAD - CHILDREN'S DIVISION
SOCIAL SERVICES CLERK
BRANCH LIBRARIAN
REFERENCE LIBRARIAN
CHILDREN'S LIBRARIAN
CIRCULATION CLERK
CIRCULATION SUPERVISOR
CHILDREN'S INFORMATION ASSISTANT
CIRCULATION AIDE

WORKLOAD

Inglewood maintains two branch libraries. In addition to 33,000 volumes in one branch and 20,000 in another (plus an extension collection of 4,000 rotating volumes and books on contract) each library has sound recordings (together totaling over 2,000) and magazines (over 100 subscriptions in each library). Each branch library is open six days a week totaling 60 hours. Circulation in branches during 1969 totaled 244,709.

The Social Services Librarian is responsible for various special collections, which are continuously added to and weeded. Among the collections are those at locations other than the library, which total some 1,700 books and recordings; some 750 large print books; and approximately 550 talking books for the blind.

Job Title	HEAD - EXTENSION DIVISION
Class Title	Senior Librarian
Reports to	Library Director
Supervises	Branch librarians, Social Services Librarian
Location	Main Library

Summary. The Head - Extension Division directs and coordinates branch library activities and is responsible for overall operation and resources; directs and coordinates social services.

Duties	Percent
1) Confers and plans with the library administration concerning branch library services, resources, personnel, programs, and exhibits.	21
2) Selects and coordinates branch library materials.	20
Must consult order librarians.	
3) Confers with branch librarians and staff in the overall administration of extension services.	10
4) Supervises the selection of the extension collection.	10
5) Is aware of community needs and establishes rapport with groups and organizations; conducts active public relations program.	5
6) Develops programs and coordinates branch library activities with library divisions, city departments, and community organizations.	5
Must consult library and city department personnel concerned.	
7) Serves as branch librarian when required.	5
May consult main library reference staff.	
8) Attends conferences and meetings; reads professional literature; is aware of new technological developments.	5
9) Supervises the library's program of service to those not able to use library facilities.	5
10) Supervises the library's extramural collections, large print collections, and talking books and tapes.	5
11) Prepares division budget; reviews and reports on budget periodically.	4
Must consult Administrative Assistant for budget preparation.	
12) Prepares reports and directs the maintenance of statistics.	2

Percent

13) Supervises scheduling of branch library personnel; coordinates requirements with the main library. 1

Must consult Head – Reference and Information Division, Head – Children's Division, Circulation Supervisor (Main Library).

14) Reports on problem areas and recommends procedural changes. 1

15) Reviews personnel records, makes efficiency reports, and interviews applicants. 1

Must notify library business office.

Job Title	BRANCH LIBRARIAN
Class Title	Associate Librarian[1]
Reports to	Head – Extension Service
Supervises	Branch library staff
Location	Branch library

Summary. The Branch Librarian directs the activities of the branch library and is responsible for its overall operation and resources.

Duties	Percent
1) Interprets the branch library's resources to the public.	50
2) Selects adult books and periodicals for the branch library to reflect community requirements; analyzes the collection; withdraws materials regarded as no longer suitable.	20
Must consult order librarians, Head – Serial Publications and Documents in ordering.	
Must notify Technical Processes personnel concerning withdrawn materials.	
3) Coordinates branch library functions with other library divisions.	10
Must consult library division heads.	
4) Supervises branch library personnel.	5
5) Is aware of community needs and establishes rapport with community leaders.	5
6) Attends conferences and meetings; reads professional literature; is aware of new technological developments.	5
7) Interprets library policies and procedures to the public.	1
May consult Circulation Supervisor (Main Library), Circulation Control Supervisor.	
8) Prepares reports and directs the maintenance of statistics.	1
9) Coordinates audio-visual selection with Head – Audio-visual Service.	1
Must consult Head – Audio-visual Service.	
10) Reviews personnel records, makes efficiency reports, and interviews applicants for new positions.	1
Must notify library business office.	
11) Reports on problem areas and recommends procedural changes.	1

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[1] This position may be filled by a Librarian in smaller branches.

Job Title	REFERENCE LIBRARIAN (Branch Library)
Class Title	Librarian[1]
Reports to	Branch Librarian
Supervises	Branch library in absence of branch librarian
Location	Branch libraries

Summary. The Reference Librarian (Branch Library) assists the public in interpreting branch library resources.

Duties	Percent
1) Assists the public in locating and interpreting branch library resources; provides reader's advisory service; instructs the public in the use of the card catalog and other finding aids; recommends other sources for library materials.	60
May consult main library reference staff.	
2) Assists the Branch Librarian in specific assignments.	10
3) Makes recommendations for acquisition of branch library materials.	10
4) Selects and maintains the extension book collection.	5
5) Interprets library policies and procedures to the public.	5
6) Prepares book lists of branch library materials and assists in displays and programs.	4
7) Attends conferences and meetings; reads professional literature; is aware of new technological developments.	4
8) Reports on problem areas and recommends procedural changes.	2
9) Is in charge of the branch library in the absence of the Branch Librarian.	—

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[1] This position may be filled by a librarian trainee who has satisfactorily completed a professional level course in reference service.

Job Title	SOCIAL SERVICES LIBRARIAN
Class Title	Librarian
Reports to	Head - Extension Division
Supervises	Social Services Clerk
Location	Main Library

Summary. The Social Services Librarian directs the library's program of service to those not able to use library facilities, and supervises the maintenance of the library's extramural and large print collections, and talking books and tapes for the blind.

Duties Percent

1) Evaluates and supervises the maintenance of the library's extramural collections, and supervises clerical personnel required in maintaining these collections. 15

   Must consult technical processes personnel, Delivery Clerk, city department personnel.

2) Selects and supervises the maintenance of the collection of talking books and tapes for the blind. 10

3) Prepares reports, book lists, announcements and press releases. 10

   Must notify library business office.

   May consult staff artist.

4) Selects library materials for the extramural collections. 10

   Must consult order-receiving clerks.

   May consult order librarians.

5) Selects and supervises the maintenance of large print books for the partially sighted. 10

6) Gives talks and interprets the social services program. 10

   Must notify library business office.

7) Attends conferences and meetings; reads professional literature; is aware of new technological developments. 7

8) Studies and analyzes current library social services programs and keeps up-to-date on Federal and other programs relating to his work. 5

9) Determines library requirements for the city's shut-ins including those in convalescent and general hospitals, and recommends overall programs and services. 5

10) Administers book accounts for large print and extramural books. 5

   Must consult order-receiving personnel.

Percent

11) Assists and recommends to the Head – Extension Division policies and procedures relating to the social services program. 4

12) Reports on problem areas and recommends procedural changes. 2

13) Determines and coordinates circulation and circulation control policies for special collections and materials. 2

Must consult circulation and circulation control supervisors, audio-visual personnel, and city departmental personnel concerned.

14) Coordinates general library social services activities with the audio-visual staff and other library staff as required. 2

Must consult audio-visual staff and other library staff as required.

15) Arranges for social services activities with city departments, schools, community organizations, and agencies. 2

Must consult city departmental personnel as required.

16) Reviews personnel records, makes efficiency reports, and interviews applicants for new positions. 1

Must notify library business office.

Job Title	CIRCULATION SUPERVISOR (Branch Library)
Class Title	Library Assistant
Reports to	Branch Librarian
Supervises	Branch Library clerks and aides when assigned to circulation duties
Location	Branch Library

Summary. The Circulation Supervisor (Branch Library) directs the branch library circulation function, stack maintenance, and supervises clerks and aides assigned to circulation duties.

The position differs from that of Circulation Supervisor (Main Library) in that the Circulation Supervisor (Branch Library) supervises clerical functions in the branch library and is "in charge" in the absence of a librarian.

Duties	Percent
1) Performs loan desk routines as the job is considered a "working" position.	50
2) Supervises receiving and routing of library materials.	10
3) Supervises clerks and aides.	10
4) Coordinates branch circulation activities with Circulation Control and other related divisions.	5
Must consult circulation control personnel and personnel affected.	
5) Coordinates the work of clerical personnel relating to branch librarian's assignments (card filing, transferring books, exhibits, special programs, etc.).	5
6) Supervises branch library registration and reserve book procedures.	5
Must consult Registration Clerk and Reserve Control Clerk.	
7) Interprets and explains library circulation policies and interprets fine and damage policies to the public.	4
May consult Circulation Supervisor (Main Library) and Circulation Control Supervisor concerning circulation policies.	
8) Inventories and requests branch library supplies.	2
Must notify library business office.	
9) Makes schedules; supervises time sheets; assigns clerical duties.	2
Must notify Circulation Supervisor (Main Library) for additional personnel requirements; library business office concerning time sheets.	

Percent

10) Receives, records, and transfers money to the library business office or Circulation Supervisor (Main Library). 2

Must notify library business office.

11) Maintains circulation records and statistics. 1

Must notify library business office.

12) Confers with circulation supervisors. Reports on problem areas and recommends procedural changes. 1

13) Directs activities of volunteer workers. 1

14) Surveys the library in order to determine maintenance requirements. 1

Must notify library business office.

15) Inspects and reports condition of furniture and equipment. 1

Must notify library business office.

Job Title	SOCIAL SERVICES CLERK
Class Title	Senior Library Clerk
Reports to	Social Services Librarian
Location	Main Library

Summary. The Social Services Clerk assists the Social Services Librarian in maintaining talking books for the blind, the large print and extramural collections.[1]

Talking books for the blind	Percent
1) Circulates talking books by mail from telephone request or borrower's interest listing; maintains circulation records.	40
2) Inspects and cleans talking books; returns damaged talking books and orders replacements.	15
3) Orders talking books from the Braille Institute and similar agencies.	10
4) Registers borrowers for talking books; maintains registration records and borrowers' interest listings and maintains records required by the Braille Institute.	10
5) Maintains visifile listing of talking books; assists Social Services Librarian in weeding the collection.	5
6) Maintains a supply of talking book phonographs and phonograph needles; returns defective phonographs.	1
7) Explains services to each new borrower by telephone.	1
Large print books	
8) Maintains visifile listing of large print books.	2
Extramural collections	
9) Types shelf list cards and book cards; coordinates processing with the Technical Processes Division.	10
Must consult technical processes personnel.	
General social services	
10) Types booklists, bookmarks, and bibliographies; prepares multilith forms.	2
11) Assists Social Services Librarian in special projects and programs; maintains statistics.	2

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[1] The senior library clerk holding this position is also an information assistant.

	Percent
2) Maintains social services and specialized publishers' files and related records.	1
3) Reports on problem areas and recommends procedural changes.	1
4) Registers, charges, and discharges library materials for shut-ins; coordinates lending of materials with Friends of the Library.[1]	

Must consult Circulation and Circulation Control personnel.

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[1] The library has not yet activated this service and the amount of time spent is not included in the percentage account of this position.

Job Title	SUBJECT SPECIALIST
Class Title	Senior Librarian/Associate Librarian/ Librarian/Librarian Trainee
Location	All libraries

Summary. The Subject Specialist selects library materials in assigned areas and analyzes subject collections in which he has specialized knowledge.

The job description refers to those librarians who, in addition to their normal duties, are assigned the selection of special subject materials. A librarian assigned to a subject field must demonstrate an interest in and have knowledge of the subject field.

Because the area of responsibility is varied (e.g. adult fiction as compared to philosophy), no percentage of time can be indicated on an overall position basis.

Duties

1) Selects library materials in assigned subjects.

2) Reads extensively in professional and subject literature to keep abreast of new developments in the subject area assigned.

3) May administer a specialized book account assigned from the overall book budget.

4) Coordinates selection process with other subject bibliographers.

5) Reviews and analyzes the collection; recommends the withdrawal of materials no longer suitable.

   Must consult technical processes personnel.

6) Suggests purchase of other materials (e.g., periodicals, films, recordings) in his subject area.

   Must consult Head – Serial Publications and Documents, Head – Audio-visual Division.

7) Prepares subject bibliographies.

8) Does complete bibliographic checking for materials selected.

Job Title	SUBJECT ANALYST
Class Title	Librarian Trainee[1]
Reports to	Library Director/Project Director
Location	Main Library

Summary. The Subject Analyst performs varied research duties, makes studies and reports, and does related work as required.

No time percentage is indicated as this position is performed on a project basis.

Qualifications. The position calls for a college graduate whose background is in a subject field in which research is required by the Library. The position is intended to be part-time and the person holding the position should be a graduate student currently enrolled or planning to continue his graduate work within a semester. Qualifications include (1) ability to analyze problems in his subject field and prepare comprehensive reports, (2) ability to interpret library requirements and do competent research in line with specific needs, (3) ability to make surveys and solicit information when required, and (4) ability to explain functions and policies and to conduct in-service programs when required.

Some duties may be similar to those of the Subject Specialist (who is a librarian who selects library materials in assigned areas on a continuing basis) except that the Subject Analyst has specialized knowledge of a subject field required by the Library.

Duties

1) Reviews and analyzes collections in selected subject areas.

2) Recommends the purchase of materials in selected subject areas.

3) Recommends the withdrawal of materials considered no longer suitable in selected subject areas.

4) Prepares subject bibliographies.

5) Performs technical processes duties relating to library materials in selected subject areas.

   Must consult Head - Technical Processes.

6) Interprets library holdings and demands in specialized fields.

7) Makes comprehensive reports on specialized subjects required by the library.

8) Makes surveys and prepares recommendations.

9) Assists policy makers with background information and studies.

10) Analyzes internal functions and operations and prepares reports.

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[1] As the educational qualifications are similar, the classification assigned is Librarian Trainee.

CLASS SPECIFICATIONS

A new classification plan was prepared for the city by Public Administration Service: Position Classification Manual, City of Inglewood, California, January 1969.

Attached are the following class specifications:

- Library Director
- Senior Librarian
- Associate Librarian
- Librarian
- Librarian Trainee
- Library Assistant
- Senior Library Clerk
- Library Clerk
- Library Aide
- Associate Administrative Assistant
- Secretary
- Stores Clerk
- Clerk Typist

As an aid in interpreting the class specifications, selected portions from the "Interpretation of Class Specifications" section of the Position Classification Manual are noted:

"This manual contains the specifications of the different classes of work in the municipal service. The specifications are intended to be descriptive and explanatory of defining classes rather than prescribing restrictions. They should be interpreted in their entirety and in relation to one another; particular phrases or examples should not be isolated and treated as the full definition of the class.

"Each class description includes a code number; a description of the general nature of work; a list of examples representative of the work; a list of desirable knowledges, abilities and skills; and a statement of desirable training and experience. The latter two sections refer to minimum qualifications at the time of appointment and do not necessarily reflect those of incumbent employees. They are not intended to be used as controls in establishing qualification standards. They are merely guides to assist in building quality into an organization.

"Class Title. The class title is a brief and descriptive designation of the type of work performed. The class title on payrolls, budget estimates, personnel reports, and other official forms and reports dealing with positions or personnel, will provide a common understanding of the positions. It should be understood that the class title is selected to serve this purpose.

"Nature of Work. This section is a general description of the work with emphasis on those factors which distinguish the class from other classes above and below it in the same series, or in closely related series. Included are such factors as supervision exercised and received, responsibility and difficulty, hazards, the ways in which the work is assigned and results are reviewed, and the like. Because this section evaluates the class in terms of relative difficulty and responsibility and thereby establishes the level of the class, it is this section which is most important in determining the class in which a particular position belongs.

"Examples of Work. This section is intended to enable the reader to obtain a more complete concept of the actual work performed in positions allocated to this class. It lists typical tasks which are common to positions of the class. These examples show further the range of duties performed by employees in the class. The list is descriptive but not limiting. It is not intended to describe all the work performed in all positions in the class, nor do all examples apply to all positions allocated to the class. It is conceivable, in the more broadly populated classes, that only one portion of one work example would apply to a given position. This section merely serves to illustrate the more typical portions of the work. The performance of one or several duties listed as examples of work for a particular class should not be considered as conclusive that the position belongs to the class. A position belongs to the class only when it meets the criteria defined and set out by the description as a whole.

"Desirable Knowledges, Abilities and Skills. This section lists those knowledges, abilities and skills which are desired to be possessed by applicants for a position to be allocated to the class. They are considered as requisite to successful performance of the work of the class. Any tests given for entrance into the class would be based upon this section. In setting forth those requirements, use has been made of the terms "extensive knowledge," "considerable knowledge" and "some knowledge." For clarity in interpreting the descriptions, definitions of these terms are set forth below:

> "Extensive Knowledge implies the most advanced degree of knowledge to be found and means that the work calls for complete mastery and understanding of the subject. It has been used sparingly and only for the most advanced of positions.
>
> "Thorough Knowledge implies almost complete coverage of the subject matter: The work calls for sufficient comprehension of the subject to solve unusual as well as commonplace work problems.
>
> "Considerable Knowledge implies sufficient knowledge in a field to perform most work as assigned with little direct supervision, usually involving out-of-the-ordinary work situations.
>
> "Some Knowledge implies sufficient knowledge of the subject to enable the employee to work effectively in a limited range of work situations with intermittent supervision.
>
> "Abilities refer to the present state of development of innate capacities making possible the application of knowledge and skills (physical, mental, and social processes) to work situations.
>
> "Skills generally refer to and are limited to manipulative manual abilities requiring dexterity.

"In some of the more basic classes requiring physical capabilities, the prerequisities for adequate performance in the class are enumerated, although the use of this factor is limited, since the determination of specified physical and mental capacities is beyond the scope of the class descriptions.

"Desirable Training and Experience. This section of the classification descriptions includes a statement of the background of training and experience which ordinarily would provide a person with those knowledges, abilities and skills necessary for successful performance of the work of the class. This section, as the previous one, does not in any way have reference to the qualifications of present employees.

"Although they are not specifically mentioned, certain qualifications such as honesty, sobriety, neatness, industriousness, and dependability, which are expected of all City employees, are deemed to be a part of this section.

"In outlining the background of training and experience deemed desirable for appointment to a position in a given class, use has been made of the terms 'some experience,' 'considerable experience' and 'extensive experience.' For clarity in interpreting the descriptions, an explanation of these terms follows:

> "Extensive Experience. This implies unusually broad and intensive experience in both commonplace and unusual work situations and problems of the occupational field. It means sufficient experience to plan, administer, and coordinate major programs, solve unusual problems, and determine or advise on major policies. This is the most advanced experience possible.
>
> "Considerable Experience. This implies sufficient experience to provide familiarity with principles and practices applicable to a wide variety of work characteristics of the class, but involving both unusual as well as commonplace work situations.
>
> "Some Experience. This implies a small amount of experience sufficient to enable persons to acquire general familiarity with methods and terminology in common work situations of the occupational field.

"Applicants with differing qualifications should be evaluated with a view to determining whether their particular qualifications may successfully be substituted for those listed on these specifications.

"It is intended that recruiting authorities interpret and apply training and experience qualifications in terms of specific number of years of training and experience as seems warranted by conditions existing at the time of recruitment. It is also possible that recruiting authorities may wish to give consideration to 'any equivalent combination of training and experience.' This assures the flexibility of the desirable training and experience requirement. There will also be conditions where a minimum of specialized training or experience may be required."

LIBRARY DIRECTOR

Nature of Work

This is administrative and professional work in directing the operation of the city library system.

Work involves responsibility for planning, organizing, coordinating, and directing the operations of a library system including library branches. The library system provides services to residents of the municipality which require considerable planning and coordinating to maintain a high level of diversified services. Work is performed with a high degree of independent judgment and initiative within the general policy framework established by the city administrative officer and the Library Board. Work is reviewed through evaluation of results obtained.

Illustrative Examples of Work

Plans, organizes, coordinates and directs the operation of a diversified library system.

Establishes departmental policies and procedures; formulates book selection and acquisition policies and standards; recommends level of service to be offered; interprets library services, programs, and resources to the City Administrator, Library Board, city officials, and citizens.

Attends meetings of the Library Board and provides advice and makes recommendations.

Initiates and gives direction to special studies followed by recommendations concerning selected aspects of the library organization and services.

Supervises preparation of budget and maintains budgetary controls.

Attends civic club meetings, schools and other public gatherings upon request to explain the activities and services of the city public library system. Plans and directs an active and continuing public relations program including press and radio releases, exhibit program, and articles in magazines and journals.

Develops long range objectives and plans, and initiates implementation of developed plans and policies.

Administers the selection, acquisition, processing, and maintenance of all library materials.

Supervises the establishment and maintenance of important records and reports.

Performs related work as assigned.

Desirable Knowledges, Abilities and Skills

Extensive knowledge of the modern principles, methods and practices of public library administration.

Extensive knowledge of library classification and cataloging techniques and practices.

Thorough knowledge of public administration and modern office management, practices and equipment as related to a library.

Thorough knowledge of books, the book trade, and the reprint and out-of-print markets.

Ability to ascertain the library needs of the community served and to develop a selection policy responsive to those needs.

Ability to plan, organize, direct and coordinate the activities of a diversified library system in a manner conducive to full performance and high morale.

Ability to delegate authority and responsibility and to schedule and program work on a long term basis.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to establish and maintain effective working relationships with employees, other municipal officials, and the general public.

Ability to plan functional library facilities; read building plans; develop a library building program.

Desirable Training and Experience

Graduation from an accredited college or university with an advanced degree in library science.

Extensive progressively responsible experience in professional library work including considerable experience in library administration.

SENIOR LIBRARIAN

Nature of Work

This is advanced professional and some supervisory library work in directing the activities of a major division of the library.

Work involves responsibility for supervising and participating in more complicated technical work and usually includes the supervision of professional and non-professional personnel. Duties include supervising a major division of the library system, or in coordinating major service programs. Assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative in scheduling, assigning and coordinating the work with that of other units. Instructions are usually limited to a statement of objectives and general priorities and are reviewed for conformance with same.

Illustrative Examples of Work

Supervises and participates in the operations of a major division of the library; schedules and assigns the work of professional and non-professional personnel.

Coordinates, supervises and participates in a major program such as classification and cataloging, young adult, children, serial publications and documents, audio-visual, technical processes, or reference programs and services. Selects books for inclusion in special program collections; develops a variety of special activities to stimulate readership interest.

Recommends the purchase of books, documents, audio-visual and other materials for the library system.

Trains and instructs library personnel in methods, practices and techniques used in library systems.

Prepares reports and maintains records.

Performs related work as assigned.

Desirable Knowledges, Abilities and Skills

Considerable knowledge of the principles and practices of modern library work with particular emphasis on the special field of assignment.

Considerable knowledge of the methods, practices and techniques used in library classification and cataloging and ability to apply this knowledge to specific work problems.

Considerable knowledge of the basic reference methods, techniques and sources used in library work.

Considerable knowledge of the book selection standards and policies of the library system.

Ability to plan, assign and coordinate the work of subordinate professional and sub-professional library personnel.

Ability to establish and maintain effective working relationships with employees, municipal officials, and the general public.

Ability to communicate clearly and concisely, orally and in writing.

Desirable Training and Experience

Graduation from an accredited college or university with an advanced degree in library science.

Some experience in professional library work.

ASSOCIATE LIBRARIAN

Nature of Work

This is professional library work in the application of technical skills to a variety of work problems.

Work involves responsibility for the application of professional library skills to a variety of technical or professional problems in cataloging, book selection and reference service and in supervising a small staff of sub-professional assistants. Employees receive general assignments from a professional superior and are expected to use judgment and initiative in developing solutions to problems, interpreting general policies, determining work methods, and proceeding to the completion of the work with minimum supervision. Responsibilities extend from the supervision of a small sub-professional staff in general library work to the independent performance of specialized reference and cataloging work. Work is reviewed for adherence to general policy guidelines and analysis of results achieved.

Illustrative Examples of Work

Mans a reference desk and answers difficult or technical reference questions; reviews publications in a special field and makes recommendations of books for acquisition.

Assists library patrons in book selection; demonstrates the use of library catalogs and other reference tools; makes bibliographic searches.

Assigns and supervises the work of a small sub-professional staff in general library work of a branch library.

Assists in children's services including planning and conducting story hours, book talks, reference work, book and other reading material selection, contacts with schools and parents.

Prepares reports and maintains records.

Performs related work as assigned.

Desirable Knowledges, Abilities and Skills

Some knowledge of the principles and practices of modern library work.

Some knowledge of the methods, practices and techniques used in library classification and cataloging, and ability to apply this knowledge to specific work problems.

Some knowledge of the book selection standards and policies of the library system.

Some knowledge of the basic reference methods, techniques and sources used in library work.

Ability to establish and maintain effective relationships with co-workers, patrons and others contacted in the course of work.

Ability to communicate clearly and concisely orally and in writing.

Desirable Training and Experience

Graduation from an accredited college or university with advanced degree in library science.

Some professional experience in library work.

LIBRARIAN

Nature of Work

This is professional library work at the beginning level.

Work involves the application of professional library knowledge to a variety of library activities under close supervision of a professional librarian. Work is usually checked closely until proficiency is achieved, after which supervision may become more sporadic. Work is reviewed through conferences, evaluation of reports, and performance.

Illustrative Examples of Work

Assists a more experienced reference librarian in a variety of reference and research tasks; performs research studies at the request of patrons.

Catalogs and classifies books and other library materials.

Assists the children's librarian in the selection of books and materials; develops reading programs for juveniles for review and approval of a superior. Conducts story hours and instructs children in proper usage of library facilities.

Surveys the library's collections in areas assigned; prepares a report including recommendations.

Prepares miscellaneous library reports.

Performs related work as assigned.

Desirable Knowledges, Abilities, and Skills

Some knowledge of the principles and practices of modern library work.

Ability to establish and maintain effective relationships with co-workers, patrons, and others contacted in the course of work.

Ability to communicate clearly and concisely orally and in writing.

Desirable Training and Experience

Graduation from an accredited college or university with advanced degree in library science.

LIBRARIAN TRAINEE

Nature of Work

This is limited professional library work with emphasis on in-service training.

Work involves performing a variety of tasks on a professional level necessary to the operation of a library, but on a in-service familiarization and training basis with productive ends. Work is performed under the direct supervision of a superior; however, as knowledge and abilities are gained through experience and training, increasingly independent action is allowed. Work is reviewed through observation, conferences, review of records and reports, and evaluation of performance.

Illustrative Examples of Work.

Conducts special studies of library services and on library service problems, analyzes results and makes recommendations.

Serves as a reference librarian furnishing information and source material to patrons.

Assists in the cataloging of books and other library materials.

Assists in areas related to the employee's academic library speciality.

Performs related work as assigned.

Desirable Knowledge, Abilities and Skills

Ability to establish and maintain effective working relationships with co-workers, patrons and the general public.

Ability to understand and follow written and oral instructions.

Ability to communicate clearly and concisely orally and in writing.

Ability to assimilate and adjust to procedures unique to the library.

Desirable Training and Experience

Graduation from a four year accredited college or university and current enrollment as a college or university graduate student in library science.

LIBRARY ASSISTANT

Nature of Work

This is technical and supervisory library work in assisting in important phases of library work.

Work involves responsibility for performing library tasks approaching a professional level in various phases of library operations. Library skills and knowledge are usually acquired through special study, training and considerable experience on the job. The employee exercises considerable judgment and discretion in performing advanced library routines, though technical advice and assistance are usually readily available when needed. Work is reviewed by a professional superior through conference, personal observation of performance and inspection of work.

Illustrative Examples of Work

Plans, organizes, supervises and participates in the circulation and circulation control services of a central or branch library involving patron registration; charges and discharges books and other materials; notifies patrons of overdue books; advises patrons on regulations and procedures of library; assists patrons in locating books; collects fees and maintains a variety of records and prepares periodic reports from records.

Serves as an information assistant. When necessary refers the patron to a professional librarian. Searches for information on requests; assists in preparing bibliographies and other special reports.

Serves as a staff assistant to the senior librarian in charge of the technical processing division in the purchasing of books and other library reference materials; maintains the department budget controls and assists in preparing budget estimates.

Supervises and trains fulltime, intermittent and part-time library clerical personnel.

Supervises the shelving of books and materials; checks in periodicals, newspapers and other library material.

Performs related work as assigned.

Desirable Knowledges, Abilities and Skills

Considerable knowledge of library principles, methods, materials and practices.

Some knowledge of reader interests and of books and authors.

Some knowledge of the theory and objectives of a public library system.

Ability to establish and maintain effective working relationships with employees, patrons and others contacted in the course of work.

Ability to communicate clearly and concisely orally and in writing.

Ability to acquire special competence in a specific phase of library work.

Desirable Training and Experience

Graduation from a standard high school supplemented by the completion of some college courses.

Considerable progressive experience in library work including supervisory experience.

SENIOR LIBRARY CLERK

Nature of Work

This is important clerical library work.

Work involves responsibility for performing library clerical tasks in assisting in important phases of library operations. Work follows established practices and procedures and, although subject to supervision and review by a superior, the employee is expected to perform independently after a reasonable amount of training and indoctrination. Work is reviewed through conferences, personal observation of performance, and inspection.

Illustrative Examples of Work

Screens book orders for correct bibliographic information; prepares purchase orders for superior's approval.

Supervises and participates in the receiving and checking of book shipments for quantity, quality and price; records discrepancies.

Orders, processes and classifies material for the information, occupational, cities, and counties, and map files and college catalogs. Maintains the publicity and reference public file of annual reports and government and geographical information.

Prepares and types reports, letters and other material; may operate other standard office equipment such as copying machines; maintains division files.

Performs related work as assigned.

Desirable Knowledges, Abilities and Skills

Some knowledge of business English, spelling and arithmetic.

Some knowledge of library methods, cataloging, materials and practices.

Ability to establish and maintain effective working relationships with library patrons and employees.

Ability to learn standard library tasks readily and to adhere to prescribed routines.

Ability to perform moderately difficult clerical and record keeping tasks.

Ability to understand and follow oral and written instructions.

Ability to operate a typewriter with speed and accuracy.

Desirable Training and Experience

Graduation from a standard high school.

Some experience in general library work.

LIBRARY CLERK

Nature of Work

This is clerical and routine library work.

Work involves responsibility for performing routine library and related clerical tasks in assisting in the various phases of library operations. The work is of a routine and non-professional nature and may involve varying degrees of public contact. Work follows established practices and procedures and, although subject to close supervision and review by a superior, the employee is expected to perform standard library routines independently after a reasonable amount of training and indoctrination. Work is reviewed through conferences, personal observation of performance and inspection.

Illustrative Examples of Work

Charges and discharges books and other library materials; registers new patrons; assists in controlling status of books in circulation; checks on overdue books; prepares notification to delinquents; maintains files and records.

Checks new books received for correct cataloging information; stamps new books; puts on plastic covers; repairs worn books.

Assists the public in the use of library facilities, including locating books, magazines, and other materials requested; answers telephone and provides general library information.

Sorts and returns books and other library materials to proper locations; prepares books for delivery to branch libraries; checks in magazines, periodicals and newspapers; files material according to prepared designation.

Types reports, books and accession cards, letters and other material; may operate other standard office equipment such as copying machines; keeps card and other files current by updating and correcting.

Performs related work as assigned.

Desirable Knowledges, Abilities and Skills

Some knowledge of business English, spelling and arithmetic.

Ability to establish and maintain effective working relationships with library patrons and employees.

Ability to learn standard library tasks readily and to adhere to prescribed routines.

Ability to perform routine clerical and record keeping tasks.

Ability to understand and follow oral and written instructions.

Ability to operate a typewriter with some speed and accuracy.

Desirable Training and Experience

Graduation from a standard high school.

Some experience in general clerical work.

LIBRARY AIDE

Nature of Work

This is routine sub-clerical work in a library.

Work involves performing a wide variety of tasks necessary to the operation of a library, but which require no previous experience or training to accomplish. Work is performed under the direct supervision of a superior, who assigns specific tasks and observes results of finished work.

Illustrative Examples of Work

Replaces books and other library materials housed in library stacks or files.

Packs, empties, sorts, arranges, and shelves books and other materials returned by library patrons; reads shelves for proper order and for missing books; sorts library cards.

Dusts desks and book shelves, straightens chairs and tables, and delivers clerical supplies.

Assists in routine book repairs, mends tears, pastes book pockets, erases marks, and stamps discards.

Stencils shelf labels, letters small signs, runs outside errands, and substitutes at circulation desk.

Inspects and cleans films and phonograph records.

Performs related work as assigned.

Desirable Knowledges, Abilities and Skills

Ability to understand and follow written and oral instructions.

Ability to file alphabetically and numerically.

Ability to learn routine library tasks within a reasonable period of time.

Ability to perform light manual tasks.

Desirable Training and Experience

Graduation from a standard high school.

ASSOCIATE ADMINISTRATIVE ASSISTANT

Nature of Work

This is staff assistance and administrative work, aiding an administrator in handling overall technical and administrative matters.

Work involves responsibility for facilitating divisional, departmental, or other office management by attending to a variety of moderately difficult staff details, thus freeing the department head for planning and carrying out important executive responsibilities. Work is performed under the general direction of the head of a major office or department and requires considerable initiative and independent judgment, and accomplishments are judged by his superior from conferences, written reports, and results achieved.

Illustrative Examples of Work

Conducts studies; surveys and collects information on operational and administrative problems; analyzes findings; and reports on practical solutions and improved methods and procedures.

Prepares manuals and other formal statements of improved procedures, methods, and systems of operations; assists with the installation of improved procedures, methods, and systems.

Programs and supervises the activities of a major function of the municipal personnel program such as employment, employee benefits or classification and salary administration. Assists in the formulation of personnel policies, procedures, and regulations.

Assists with the preparation and administration of a divisional or departmental annual budget.

Confers with persons requesting service or making complaints on matters of general importance to the city, division, or department, in person or by telephone; disposes of or refers cases handled in accordance with established policies and regulations.

Answers correspondence of moderate difficulty relating to overall operations.

Prepares informational material for monthly, quarterly special, and annual reports, follows up on assignments to determine progress and date of completion of projects.

Performs related work as assigned.

Desirable Knowledges, Abilities and Skills

Considerable knowledge of research methods and techniques, and of methods of report presentation.

Considerable knowledge of the principles and practices of public administration.

Some knowledge of the principles and practices of personnel management and budget preparation.

Some knowlege of the rules, regulations, and ordinances governing the organizational unit to which assigned.

Some knowledge of the principles and techniques employed in effective office administration and management.

Ability to communicate clearly and concisely orally and in writing.

Ability to analyze and interpret and make decisions in accordance with laws, regulations, and policies.

Ability to establish and maintain effective working relationships with employees, municipal officials, and the public.

Desirable Training and Experience

Graduation from an accredited college or university, with major course work in public administration, business administration, or industrial engineering, supplemented by the completion of considerable college graduate courses in public administration or related subjects.

Some experience in aiding an administrative officer in technical and administrative problems and affairs.

SECRETARY

Nature of Work

This is moderately difficult and varied private secretarial work in providing secretarial services to the head of a department or major office.

Work involves responsibility for directly providing secretarial services to a major office or department head and occasionally to his immediate staff. Must exercise initiative, independent judgment and discretion in screening calls, visitors and mail; arranging conferences and meetings; maintaining appointment schedules; answering and disposing of requests for information; and in general public relations activities. Supervisory or coordinative functions are usually exercised over other clerical workers. Changes in procedures and policies and new assignments are received in general outline and employees are expected to proceed with minimum supervision although advice and assistance are normally available. Work is reviewed for the achievement of desired results and adherence to established procedures and policies.

Illustrative Examples of Work

Answers inquiries requiring interpretations of routine policies, rules and regulations; provides information on procedural matters to lower level clerical employees; coordinates and supervises activities of other employees in routine clerical operations.

Takes, transcribes, checks, and proofreads complex dictation (using shorthand or dictaphone), consisting of correspondence, memoranda, reports, and minutes.

Maintains voluminous and relatively complex fiscal, administrative and general records; revises filing system; reviews various reports and forms for accuracy and completeness.

Compiles and completes data for administrative and public reports and bulletins, questionnaires, and other documents; prepares complex work sheets and tables from standardized raw data, and makes varied arithmetical computations on material assembled.

Interviews, screens, and refers callers, answering varied inquiries personally and explaining basic policies and procedures.

Serves as Deputy City Clerk when so designated by the City Clerk.

Takes and transcribes minutes of advisory board and committee meetings.

Makes arrangements for conferences, which may include participation in preparing the agenda.

Answers telephone and makes appointments for superior; arranges for conferences.

Composes routine letters and articles; proofreads reports, forms, and other typed matter for mathematical accuracy and correct grammatical usage; types stencils and masters.

Performs related work as assigned.

Desirable Knowledges, Abilities, and Skills

Considerable knowledge of stenography and machine dictation.

Considerable knowledge of business English, spelling, punctuation, arithmetic, and vocabulary.

Considerable knowledge of modern office practices, procedures, systems, and equipment.

Ability to take complex and technical dictation at a satisfactory rate of speed and to transcribe it accurately.

Ability to maintain administrative, fiscal, and general records, and to prepare reports and answer questions from records.

Ability to plan and coordinate the work of clerical subordinates.

Desirable Training and Experience

Graduation from a standard high school, including, or supplemented by, courses in shorthand, typing, and office practices, preferably supplemented by advanced courses in office management.

Considerable progressive experience in secretarial and varied office work.

STORES CLERK

Nature of Work

This is routine manual and clerical work in receiving, issuing, storing and delivering materials, supplies, tools, and equipment.

Work involves the performance of routine manual and clerical tasks in the receiving, storing, delivering, and care of library materials and supplies, pipe lines, valves, fuels and lubricants, mechanical parts, tools, or other items in a central or area supply base. Work assignments involve strenuous manual work and routine clerical tasks in the maintenance of stores records. Work is generally performed under immediate supervision and specific work assignments given; however, employees of this class make routine decisions on work methods. Work is reviewed through conferences and upon completion.

Illustrative Examples of Work

Receives, unpacks, checks, and records incoming stores; stores goods in proper storage areas; receives delivery orders; withdraws goods from stock as requested, checking for required commodity, size, and lot; receives delivery tickets; posts to standard stock record accounts. Receives, uncrates and assembles exhibits. Operates a small truck in the pick-up and delivery of supplies and equipment.

Stores and maintains hand tools and allied equipment; may distribute automotive parts, fuels and lubricants for daily use; receives and stores tools at the end of the day.

Assists in the maintenance of records and preparation of reports.

Cleans storeroom and assigned area as necessary; performs related work in maintaining assigned stock items in order.

Performs related work as assigned.

Desirable Knowledges, Abilities and Skills

Some knowledge of storeroom methods and procedures.

Some knowledge of kinds, grades, and uses of the supplies dealt with.

Ability to understand and follow oral and written instructions.

Ability to keep routine inventory and stores records.

Sufficient physical strength to permit the lifting and moving of heavy objects.

Desirable Training and Experience

Graduation from a standard high school or vocational school.

Some experience in clerical or storeroom work.

CLERK TYPIST

ature of Work

his is general clerical work of limited complexity requiring typing skills.

mployees of this class are responsible, according to well-established procedures,
or the performance of clerical tasks which can be learned readily by training
n the job, and which require limited judgment in their execution. Work involving
aried tasks is normally given closer supervision than that which is repetitive in
ature. Detailed instructions are given at the beginning of the work and on subse-
uent new assignments; however, as employees become familiar with particular pro-
edures, they may work with independence of action on the more routine aspects of
he work. Work is subject to quantitative review and qualitative analysis by
uperiors and is frequently subject to internal procedure and fiscal controls.

llustrative Examples of Work

aintains files of correspondence, forms, reports and other materials; files
aterial to predetermined classification.

hecks requisitions, purchase orders, vouchers, invoices and other forms and
eports for correct arithmetical computations; codes requisitions, purchase orders,
nvoices and vouchers according to a predetermined system.

ypes reports, letters, charts, information on forms, and similar other work from
otes, oral instruction, long hand and rough drafts.

ecords routine data in record books and other records.

omputes and checks extensions on forms and reports.

perates a typewriter and other standard office equipment, such as adding,
alculating and duplicating machines.

ay serve as a receptionist.

erforms related work as assigned.

esirable Knowledges, Abilities and Skills

ome knowledge of business English, spelling and commercial arithmetic.

ome knowledge of modern office practices and procedures.

bility to learn assigned clerical tasks readily and to adhere to prescribed
outines.

bility to write legibly.

bility to establish and maintain effective working relationships with other
mployees and the general public.

bility to type and to learn the operation of other standard office equipment.

Skill in the operation and care of a typewriter and other office equipment and applicances.

Desirable Training and Experience

Graduation from a standard high school including courses in typing or graduation from high school supplemented by typing and other business courses from a school above the high school level.

PAY SCHEDULES

LIBRARY POSITIONS - PROFESSIONAL

CLASS POSITION	JULY 1, 1970 MONTHLY SALARY RANGE
Library Director	$1516 - 2044
Senior Librarian	931 - 1194
Head - Audio-visual Division	
Head - Children's Division	
Head - Extension Division	
Head - Reference and Information Division	
Head - Technical Processes Division	
Associate Administrative Assistant	931 - 1194
Library Administrative Assistant	
Associate Librarian[1]	843 - 1029
Branch Librarian	
Children's Librarian	
Head - Serial Publications and Documents Division	
Librarian	763 - 931
Audio-visual Librarian	
Exhibit Librarian	
Head - Young Adult Division	
Reference Librarian	
Social Services Librarian	
Technical Processes Librarian	
Librarian Trainee[2]	601 - 733
Subject Analyst	

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[1] This classification can also be assigned to librarians who have considerable library experience (such as children's librarians and reference librarians) who are not in charge of a major activity.

[2] This classification can be assigned in any major area in which the librarian trainee has interest and aptitude (children's, young adult, technical processes, branch library reference, etc.).

PAY SCHEDULES

CLASS	POSITION	JULY 1, 1970 MONTHLY SALARY RANGE
LIBRARY POSITIONS – NON-PROFESSIONAL		
Library Assistant		664 – 810
	Book Order–receiving Supervisor	
	Circulation Control Supervisor	
	Circulation Supervisor	
Senior Library Clerk		601 – 733
	Catalog Supervisor	
	Children's Information Assistant	
	Information Assistant	
	Reference Clerk	
	Social Services Clerk	
Library Clerk		544 – 664
	Book Order–receiving Clerk	
	Catalog Clerk	
	Children's Library Clerk	
	Circulation Clerk	
	Circulation Control Clerk	
	Library Messenger	
	Registration Clerk	
	Reserve Control Clerk	
	Serials and Documents Clerk	
	Staff Artist	
Library Aide		369 – 450
	Audio–visual Aide	
	Circulation Aide	
	Circulation Control Aide	
	Film Projectionist	
	Mechanical Processes Aide	
	Serials and Documents Aide	
CITY INTER-DEPARTMENTAL POSITIONS[1]		
Secretary		644 – 786
	Secretary to the Library Director	
Stores Clerk		572 – 698
	Delivery Clerk	
Clerk Typist		469 – 572
	Audio–visual Clerk	
	Circulation Control Clerk Typist	
	Library Office Clerk	
	Mechanical Processes Clerk	

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[1] The Associate Administrative Assistant is technically in this category except that a Master's degree in Library Science is required.

RECOMMENDATIONS FOR CLASSIFICATION CHANGE

PRINCIPAL LIBRARIAN

At the time when the city's new position classification study was completed (January 1969), an interview with the position analyst resulted in an understanding that advanced library positions could be developed as required in a growing library organization.

At a meeting of city supervisors (May 1970), a management compensation concept was introduced with a proposal that middle management start with salary range 26. With the exception of the Library Director at range 35, the highest library classification was Senior Librarian at salary range 24. It was thus dramatically pointed out that the Library Department has no one that could be considered in the middle management category.

In a memorandum to the Personnel Director concerning this problem, the following was noted:

> "The Library Department is one of the larger city departments and employs over 70 people. The Library Department affects the citizens as much as or more than any other city department. The educational qualifications are higher than any other city department (library staff members have eight Bachelor's degrees in addition to the 13 Master's degrees held by librarians)."

In the memorandum, it was suggested that professional library positions be reevaluated and a new class title of Principal Librarian be created. Among the requirements suggested for the position would be a Master's degree in Library Service, at least three years of progressively more responsible supervisory experience, and extensive technical expertise in the area of this responsibility. Examples of the positions to be considered for this classification were Circulation and Resources Coordinator, Head - Children's Division, Head - Extension Division, and Head - Technical Processes Division.

The following position classification was also included in the memorandum:

PRINCIPAL LIBRARIAN

Nature of Work

This is professional library work of an administrative nature in planning and directing the activities of a system-wide library division. The work calls for developing and administering a comprehensive library program. It involves supervising a major system-wide division and coordinating service programs. The work involves assurance that program, resources, and service objectives are accomplished through the librarian's supervision of a staff assigned to specific aspects of the divisional function. Work is performed under the general supervision of the Library Director, but the librarian must exercise independent judgment and ingenuity in program planning and accomplishment and interpreting the needs and desired of the public. Work is reviewed through conferences, analysis of reports, and public reaction to programs, resources and services.

Illustrative Examples of Work

Directs and coordinates branch library activities and is responsible for overall operations and resources of branch libraries; directs and coordinates the library social services program.

Directs overall children's program in all libraries; selects children's library materials; coordinates children's services with other library divisions, school and community groups.

Directs technical processes functions, including ordering, receiving, cataloging and processing library materials; supervises technical processes personnel; directs contract processing of library materials for other governmental agencies.

Coordinates acquisition of all resources including books, serial publications and documents, audio-visual materials and other media; directs system-wide circulation and circulation control functions; supervises all book budget accounts.

Directs in-service training of librarians, librarian trainees, and non-professional personnel.

Prepares and administers a divisional budget.

Meets with public groups for the purpose of explaining and promoting library programs.

Desirable knowledges, abilities and skills

Thorough knowledge of the principles and objectives of library administration.

A thorough understanding of all activities which make up the library division's program.

Considerable knowledge of budget preparation and administration and specialized purchasing.

Considerable knowledge of personnel management including principles and practices of scheduling and supervision.

Ability to plan, organize and coordinate specialized library programs, resources and services.

Ability to establish and maintain effective working relationships with employees, city officials, civic organizations, and the public.

Ability to communicate clearly and concisely, orally and in writing.

Desirable training and experience

Graduation from an accredited college or university with an advanced degree in library science.

Considerable progressive experience in public libraries, including experience in planning and supervision, and technical expertise in the library division assigned.